

**City of South Portland
Office of the City Clerk
P.O. Box 9422
South Portland, ME 04116-9422
207-767-7628**

Secondhand Dealer Application

§14-19, 20

From: _____ to December 31, _____

Circle One: Individual Corporation Association Partnership

Parent Company (If Applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Telephone: _____

If Individual:

Name: _____ Date of Birth: _____

Residence (address and town or city): _____

Telephone Number: _____

NOTE: If applicant is a corporation, association or partnership, list name, address, and title of each officer on enclosed form.

South Portland Business Name: _____ Telephone: _____

South Portland Business Address: _____

Owner of Business: _____ Address of Owner: _____

Name of Manager at Establishment: _____

Owner of Premises (include. address): _____

Business Hours of Operation: _____

Have applicant, partners, associates or corporate officers ever been arrested, indicted, convicted or court martialled for any violation of law? _____ If yes, state particulars and disposition: _____

NOTE: A background check is required on all new applicants.

Continued on back...

Personal Reference:

I, _____ of _____, Cumberland County, ME, have been personally acquainted with the above name applicant for _____ years and recommend that the license be issued as applied for.

Signature of Personal Reference

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

Authorized Signature

Print Name and Title

Date

License Fees:
Second Hand Dealer: \$90.00
Processing Fee: \$20.00
Total: _____

***Background Check Fee \$25.00/per name
(Only on new applicants)**

Municipal Use Only

Date of Application: _____ Date Paid: _____ Receipt #: _____

New: _____ Renewal: _____ Map and Lot #: _____ RE Taxes Paid: _____

Personal Property Tax #: _____ Paid: _____

Police Chief

Approved _____

Disapproved _____

Comment _____

CODE OF ORDINANCES – CHAPTER 14

Sec. 14-20. Secondhand dealers.

- (a) No person, firm or corporation shall engage in the business of a secondhand dealer as herein defined unless licensed therefor by the City Clerk.
- (b) Application for such license shall be made upon a form provided and said license shall expire on the 31st day of December each year. The fee for such license shall be as specified in the Schedule of License, Permit and Application Fees established by City Council order.
- (c) No such application for license shall be granted by the City Clerk until after the Police Chief shall have investigated the applicant in accordance with the requirements of State law. In order to facilitate such investigation by the Police Chief, the applicant shall on the required form state his/her name and address, his/her date of birth and in the case of a firm or corporation as applicant, such information shall be given for each principal of said firm or corporation. The Police Chief shall investigate whether or not the applicant or principals of the applicant have any criminal record and shall base each recommendation for approval or denial upon a search of such records. The recommendation of the Police Chief shall be endorsed in writing on the application form.
- (d) Every secondhand dealer, upon acquisition of any article either by purchase or exchange, shall complete transaction records, blanks of which shall be furnished by or approved by the Police Chief, stating the full name and address of the seller, the month, date and year on which the transaction took place, and a full and detailed description of each article so purchased or exchanged, with the price paid therefore, and cause such record to be signed by the seller in person. Before recording this information, the secondhand dealer shall require reasonable written proof of the seller's identification in the form of a motor vehicle operator's license, military identification, adult liquor identification or similar item. The relevant information in the record shall be electronically or otherwise reported to the Police Chief or his/her designee within forty-eight (48) hours thereafter, unless earlier electronically reported to a duly authorized police officer upon request. The secondhand dealer shall retain the record in his or her possession for a period of not less than two (2) years, during which time the record may be inspected at any and all reasonable times by any police officer. No article so purchased shall be sold or otherwise disposed of, or changed or altered in its appearance or otherwise, within ten (10) days after purchase thereof, except with the written consent of the Police Chief or his/her designee; provided, however, that this ten (10) day hold provision shall not apply to bullion oriented gold, silver, platinum or palladium coins or bars. The Police Chief may impose reasonable conditions for the grant of such consent.
- (e) No secondhand dealer shall directly or indirectly either purchase or receive by way of barter or exchange any goods or articles from a minor, knowing or having reason to believe him or her to be such, unless the minor is accompanied by his or her parent or guardian.
- (f) Except to the extent that this Article contains a contrary provision, all provisions of 30-A M.R.S.A. § 3971, as may be amended, shall be additional to the provisions of this Article.