

Norwalk Police Department

Pawnbroker / Secondhand Dealer / Precious Metal or Stone Dealer Instructions

(Rev. 7/23/2021)

Records Division
One Monroe Street
Norwalk, CT 06854
(203) 854-3009
(203) 854-3151

Dear Applicant:

In order to complete your License Application for one of the above listed licenses, a new multi-step procedure has been implemented by the State of Connecticut to shorten the response time for criminal history checks by fingerprint. Please follow the steps listed below to apply:

STEP # 1 - Mandatory Online Pre-Enrollment with the State of Connecticut for Criminal History Checks.

A) Go to: <https://ct.flexcheck.us.idemia.io/cchrspreenroll>

****This link will also be available on the Norwalk Police website under the FAQ: :”How Do I Get My Fingerprints taken” where the Online Fingerprint Calendar can be found.**

B) Enter the appropriate Service Code for your license type:

Pawnbroker Service Code = 2CD5-D4AE

Second Hand Dealer Service Code = A304-397B

Precious Metals/Stones Dealer Service Code = 9BF0-6532

- C) If you are applying for more than one type of license, only choose 1 Service Code for a Criminal History Check and complete 1 Pre-Enrollment form.
- D) Complete the PreEnrollment form, pay required fees to the State online and submit. (\$75 State and \$13.25 Federal)
- E) You will receive an Applicant Transaction Number (ATN) which you must print out and bring with you for the fingerprint appointment.
- F) You cannot be fingerprinted without the Applicant Transaction Number.

STEP # 2 – BOOK AN ONLINE FINGERPRINT APPOINTMENT WITH THE NORWALK POLICE DEPT. NO WALK-INS WILL BE ACCEPTED

- A) To Book an online fingerprint appointment you can:
- 1) Go to the Norwalk Police website at www.norwalkct.org/police and under FAQs click on “How do I get my fingerprints taken” and you will be brought to the “Fingerprint Online Scheduling” link.
OR
 - 2) Type “Norwalk Online Appointment Hub” (NOAH) in your web browser and choose the ALL FINGERPRINTING calendar.
OR
 - 3) Go To www.norwalkct.org/fingerprinting
 - 4) AND SELECT A DATE AND TIME TO BE FINGERPRINTED.

TUESDAY: 9:00 am – 12:00 pm AND 1:30 pm to 4:00 pm

WEDNESDAY: 9:00 am – 12:00 pm AND 1:30 pm – 4:00 pm

STEP # 3 – NEEDED AT FINGERPRINT APPOINTMENT, DOCUMENTS AND PAYEMENTS REQUIRED.1)

1) Completed and Notarized **Application Form (DPS-403-C)**; available at Norwalk Police Records window, Norwalk Police website, or online at DESPP: Connecticut State Police- Special Licensing and Firearms Unit website.

2) Completed and Notarized **Advisement of Requirement** forms for the license you are applying for:

Pawnbroker: DPS-404-C

Secondhand Dealer: DPS-405-C-1

Precious Metal or Stone: DPS-405-C

3) **Surety Bond Certificate OR State Bond forms:**

Pawnbroker Bond: DPS-0369-C

Secondhand Dealer: DPS-0368-C

4) **Photo Identification copies** of all applicants, employees, shareholders, financial backers for the application.

5) **LICENSE AND FEE PAYMENTS AT TIME OF FINGERPRINTING.**

(A) - PAWNBROKER FEES: (Service Code 2CD5-D4AE)

1 - \$ 50.00 for Initial Application / \$ 25.00 for Renewal fee.

This fee is payable by Cash, Credit/Debit card, or Money Order made payable to “City of Norwalk”.

2 - \$ 15.00 for Norwalk Police Fingerprinting Fee –

This fee is payable by Cash, Credit/Debit card or Money Order and can be combined with the application fee.

Money orders for State \$75 and FBI \$13.25 no longer needed, you already paid online.

(B) - SECONDHAND DEALER FEES: (Service Code A304-397B)

1 - \$ 250.00 for Initial Application / \$100.00 for Renewal Fee.

This fee is payable by Cash, Credit/Debit card, or Money Order made payable to “City of Norwalk”.

2 - \$ 15.00 for Norwalk Police Fingerprinting Fee –

This fee is payable by Cash, Credit/Debit card or Money Order and can be combined with the application fee.

Money orders for State \$75 and FBI \$13.25 no longer needed, you already paid online.

(C) - PRECIOUS METAL or STONE DEALER: (Service Code 9BF0-6532)

1 - \$ 10.00 for Initial Application/ \$10.00 for Renewal fee.

This fee is payable by Cash, Credit/Debit card, or Money Order made payable to “City of Norwalk”.

2 - \$ 15.00 for Norwalk Police Fingerprinting Fee –

This fee is payable by Cash, Credit/Debit card or Money Order and can be combined with the application fee.

Money orders for State \$75 and FBI \$13.25 no longer needed, you already paid online.

6) CRIMINAL HISTORY CHECKS REQUIRED FOR:

ALL Pawnbroker and Secondhand Dealer applicants, employees, officers, shareholders, financial backers or creditors or any other individual with a similar relationship to the business are required to submit to State and Federal Criminal History checks through fingerprinting.

ALL Precious Metal and Stone Dealers applicants must submit to State and Federal Criminal History checks through fingerprinting.

Any Questions:

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