

CITY OF TACOMA

PAWBROKERS & SECONDHAND GOOD DEALERS

RECORD REQUIREMENTS

The Tacoma Municipal Code Chapter (TMC) 6B.160.060, requires that every secondhand goods dealer and pawnbroker that operate in the City of Tacoma furnish a record of all previous day transactions to the Chief of Police.

In an effort to improve efficiency of the reporting process for secondhand dealers and pawnbrokers, the Tacoma Police Department implemented LeadsOnline as the reporting tool for secondhand goods dealers and pawnbrokers. LeadsOnline is a web-based, secure electronic data transfer (EDT) service designed by business owners and law enforcement agencies to facilitate the recovery of missing personal property.

Please read the information below and verify that your business is meeting the Records requirements as outlined in TMC 6B.160.040.

REQUIRED RECORDS

It shall be unlawful for any person to fail, neglect, or refuse to make entry of any material matter in his or her record, or to make any false entry therein, or to obliterate, destroy, or remove from his or her place of business such record.

Adequate records shall be made at the time of the purchase and such records shall contain:

1. The date and time of the transaction.
2. A copy of a valid Driver's license or Identification card issued by any state or two pieces of identification issue by a governmental agency , one of which shall be descriptive of the person identified and written signature from the person whom the transaction is had.
3. The name, street, and house number of the owner of the property received in pledge, if different from the customer.
4. A photograph or complete description of the property bought or received in pledge, including any serial numbers or identification marks and the name of the maker and in the case of jewelry, shall contain a description of unique, identifiable features, including letters and marks inscribed thereon.
5. The number of any pawn ticket issued therefore and the amount loaned or the price paid.

INSPECTION OF AND RETENTION OF RECORDS

Per TMC 6B.160.040.C, such records and all articles received shall at all times be open to the inspection of the Chief of Police or any police officer of the City under his or her order.

Records shall be maintained and kept available for inspection by the licensee for a period of three years following the date of the transaction.

Any violation of the license requirements subjects the business to a \$250 civil penalty per violation according to TMC 6B.10.260 For questions regarding reporting requirement contact Detective Wimbles at 253-830-6592. Thank you for your attention to the City's licensing requirements.