



STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

**Mailing Address**

P.O. Box 5757
Columbia, SC 29250-5757

PAWNBROKER **Instructions for Renewal of Certificate of Authority**

S.C. Code Ann. § 40-39-10 et seq. & Reg. 28-200
(803) 734-4249 | www.consumer.sc.gov | (800) 922-1594

Street Address

293 Greystone Blvd., Ste. 400
Columbia, SC 29210-8004

The annual renewal period begins on May 1 and ends on June 30 each year. The Department has implemented a new online licensing system that allows Pawnbrokers to file applications, upload documents, print certificates, and more. You are also able to pay your filing fees using a credit card without paying any convenience fees.

The Department's Licensure Gateway is now available for online filing. We hope this system is easier and more efficient for our licensees. Please visit www.consumer.sc.gov and click on "Online Filing" at the top of the page for more information.

In preparation for using our new licensing system, the Department has revised all of its forms:

- **Renewal Application** – This form must be filed for each location. For "Business Name" please provide the legal name for the business (for example, the name filed with the Secretary of State's Office). For "Location Name/DBA" please provide the name that is on your sign. Also note that there are new questions on this form. The Department is seeking information to determine how the recent changes in the law have affected pawnshop businesses (for example, has anyone made a loan as high as \$15,000). The information will also assist the Department in its duty to monitor the availability and use of consumer credit in this state. The Department will treat this information as proprietary and will not release it to the public in a manner that would, or likely could, identify any particular pawnshop. The Department may aggregate all of the information for all pawnshops into a report.
- **Criminal Background Check Attestation Form** – Pawnbrokers now have two options for providing this information to the Department. During this renewal, please include all current owners, employees, etc. on this form and make sure to include the date since June 9, 2016, when the person had a background check. Please review the revised CBC Instructions for more information.
- **Owner/Employee Verification Form** – This form must be filed for all current owners, partners, members, officers, directors, employees, and other persons directly or indirectly controlling the pawnshop even if you previously submitted a Supplemental Form A for these individuals.

Please use the new forms during renewal. The Department will not be able to accept old forms.

Renewal forms and fees must be submitted online or postmarked by June 30. Failure to submit all required documents by June 30 will result in administrative action including fines and/or revocation of your license.

If you have any questions, please email bfaircloth@scconsumer.gov or call (803)734-4249.



The State of South Carolina Department of Consumer Affairs

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Consumer Advocate

Celebrating Over 40 Years of Public Service

DATE: May 7, 2018
TO: Pawnbroker Licensees
FROM: Barbara Faircloth
Senior Licensing Examiner
RE: Renewal Period, New Online System, and New Forms

The renewal period for Pawnbroker Certificates of Authority began on May 1, 2018. We are excited to inform you the Department is implementing a new online licensing system to allow Pawnbrokers to file applications, upload documents, pay filing fees, print certificates, and more. **We anticipate the Licensure Gateway will be available for online filing by June 1, 2018.**

To learn about the Licensure Gateway, you can read instructions or watch videos to guide you through the system. You can access this information by visiting www.consumer.sc.gov and clicking on **Online Licensing** at the top of the page.

If you don't want to wait to file your renewal using the new system, please visit our website to download the **new forms**. The renewal forms have been updated to include additional questions related to recent changes in the law and to gather or verify information needed for our new online licensing system. The Department will not be able to accept the old forms. In addition, if you previously submitted a Supplemental Form A or C to the Department, you must complete a new owner/employee verification form for each person during this renewal.

Regardless of whether you file online or using our updated forms, please **make sure to submit the following during renewal:**

1. Renewal Application (new form available on our website)
2. Criminal Background Check Attestation Form (new form available on our website)
3. Bond in amount of \$15,000 or Continuation (these must be original documents)
4. Owner/employee verification form (must be submitted for every person even if done before)
5. Copy of Forfeiture Notice and Pawn Ticket
6. \$275 renewal fee for each active location
7. Proof of adequate insurance coverage for all pledged goods

Renewal forms and fees must be submitted online or postmarked by June 30, 2018. Renewals will be processed in the order received. If you have any questions, please email me at bfaircloth@scconsumer.gov or call me at (803)734-4249.

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