

Instructions for Obtaining a Precious Metal, Secondhand and Pawnbrokers Dealers License

Application:

Please be sure to fill out the application entirely. Incomplete applications will not be accepted and will delay the process. Make sure to have your application notarized as we do NOT have one here.

Fees:

Pawnbroker License

Initial License- \$50.00
Yearly Renewal \$25.00
\$2,000.00 Bond Required

Precious Metals License

Initial License- \$10.00
Yearly Renewal \$10.00

Secondhand Dealers License

Initial License- \$250.00
Yearly Renewal \$100.00
\$10,000.00 Bond Required

Combination Secondhand Dealers/Pawnbroker License

Initial License- \$250.00
Yearly Renewal \$100.00
\$10,000 Bond Required for Both

Please make the above amount out to the **Wallingford Police Department** in the form of money order or bank check.

Fingerprinting:

The State no longer accepts money orders or bank checks to accompany fingerprints.

You must pre-enroll to be fingerprinted and pay online. The website to enroll is <https://ct.flexcheck.us.idemia.io/cchrspreenroll>. The service code specific to Wallingford Police Department fingerprints for **Pawnbroker is 2301-CC4F, Precious Metals is E1C6-2F12 and Secondhand Dealer is 9FB7-8F44**. Once you are pre-enrolled to be fingerprinted, you **MUST** bring a printed copy of the barcode with you. If the barcode does not accompany the fingerprints, we will not be able to accept the pistol permit application. Please note, once you complete the pre-enrollment process and pay online, there are no refunds.

Fingerprinting services are available Monday, Wednesday and Friday from 10:00am – 11:00am. There is **NO** fingerprinting done on Tuesday, Thursday, Saturday and Sunday.

Please allow 8-12 weeks for the Police Department to process your application. If you have any questions regarding the status of your application, please contact the Wallingford Police Department Records Division at 294-2810. The Records Division is open Monday – Friday, 8:00 am – 4:00 pm.

Employee Background Checks:

All employees must be listed on Page #3 of the application and will be subject to a background check. **Please supply the employee(s) date(s) of birth.**

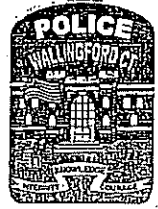
Please refer to the following website for requirements for above licenses:

www.cga.ct.gov/current/pub/chap409.htm or www.cga.ct.gov/current/pub/chap409.htm

Rev. 3/24/2023

Application for Licensing under C.G.S. Chapters 409/414

Date of Application: Date of Fingerprint:



- Type of Application:
- Pawnbroker Initial License fee \$50 Renewal \$25
 Secondhand Dealer Initial License fee \$250 Renewal \$100
 Combination Pawnbroker/Secondhand Dealer Initial License fee \$250 Renewal \$100
 Precious Metal or Stones Dealer Initial License fee \$10 Renewal \$10

Wallingford Police Department

135 North Main Street
 Wallingford, CT 06492
 Phone: (203) 294-2810
 Fax: (203)294-2874

Name of Business:

Type of Business:

Last Name of Applicant:

First Name of Applicant:

Middle Name of Applicant:

Applicant's Date of Birth:

Sex: Place of Birth:

Race: Age:

BUSINESS ADDRESS		APPLICANT'S RESIDENTIAL ADDRESS	
Street Address:	<input type="text"/>	Street Address:	<input type="text"/>
Town or City/State:	<input type="text"/>	Town or City/State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>	Zip/Postal Code:	<input type="text"/>
Business Phone:	<input type="text"/>	Home Phone:	<input type="text"/>
Applicant's Current Occupation:	<input type="text"/>	Cell Phone:	<input type="text"/>

List all locations used or intended to be used for the purchase, receipt, storage or sale of property :

Physical address of property (include unit #)	City/Town & State/Zip Code	Use/Intended Use
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

List all of the residential addresses used by the applicant over the past five years:

Street Address	City/Town & State/Zip Code	Dates resided from/to
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Check here if an additional sheet is attached for locations used by business for purchase, receipt, storage or sale of property

Check here if an additional sheet is attached for applicant's residential addresses

Name of Applicant:

Date of Application:

EMPLOYMENT HISTORY (past five years)

1. Current or most recent

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Complete Address:

Phone #:

Last job title:

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Complete Address:

Phone #:

Last job title:

3.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Complete Address:

Phone #:

Last job title:

Check here if an additional sheet is attached for applicant's employment history

PREVIOUS EXPERIENCE Has applicant had previous experience in the type of business for which a license is being sought under this application?

Name of Business:

Name of last supervisor:

Dates of employment:

From:

To:

Complete Address:

Phone #:

Last job title:

Check here if an additional sheet is attached for applicant's previous experience

Name of Applicant: _____

Date of Application: _____

CRIMINAL HISTORY List all crimes for which you have been convicted:

Check if you have never been convicted of a crime

Crime	Date of Conviction	Court Where Convicted	Arresting Agency

Check here if an additional sheet is attached for criminal history

EMPLOYEES, PRINCIPALS IN BUSINESS, OFFICERS, SHAREHOLDERS, FINANCIAL BACKER or CREDITORS

List all persons required to be reported under Chapter 409 of the C.G.S.

Individual's Relationship to Business	Name	Address	Phone Number
Select One			
Select One			
Select One			
Select One			

Check here if an additional sheet is attached for EMPLOYEES, PRINCIPALS IN BUSINESS, OFFICERS, SHAREHOLDERS, FINANCIAL BACKER or CREDITORS

INTERNET WEB SITES OR ACCOUNTS List all Web sites and accounts required to be reported under Chapter 409 of the C.G.S.

#1	
#2	
#3	
#4	

Check here if an additional sheet is attached for Internet Web Sites and Accounts

The information submitted by me in this application is the truth. I agree that if I have falsified any item in this application and in the attached _____ pages, I will not be entitled to the license sought or the license may be revoked or suspended if information is found to be false after the license has been issued. I also fully understand that if I knowingly make a statement that is untrue and which is intended to mislead a law enforcement officer in the performance of his or her official function, I will be in violation of Section 53a-157 of the Connecticut General Statutes for False Statement and may be subject to arrest.

Date: _____ Signature of Applicant: _____
(Must be signed in the presence of a Notary Public)

Subscribed and sworn to before me this _____ day of _____, 20_____, in accordance with the Connecticut General Statutes.

Signature of Notary Public

Print Name of Notary Public

Connecticut Criminal History Request System
Fingerprint Service Code Form

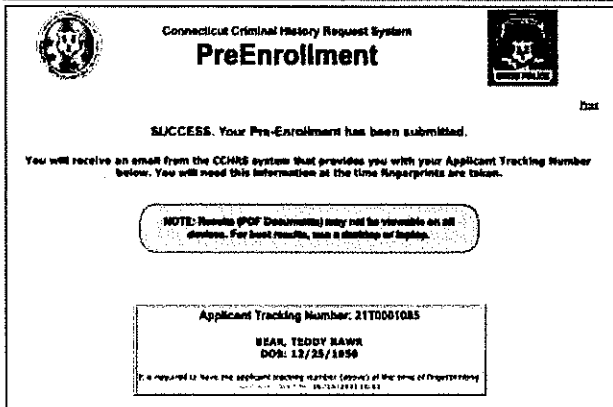
Service Name: Secondhand Dealer

To register for your fingerprints to be taken, please visit
<https://ct.flexcheck.us.idemia.io/cchrspreenroll> and enter the following
Service Code:

9FB7-8F44

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

- After entering the Service Code, confirm the Fingerprint Reason by selecting the “Yes – This information looks Correct” option.
- Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the “Submit Pre-Enrollment” button at the bottom of the screen.
- After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your Applicant Tracking Number. **This Tracking Number will need to be taken to your fingerprinting session. It will also be sent to the e-mail address you provided during registration.**



Connecticut Criminal History Request System
PreEnrollment

SUCCESS. Your Pre-Enrollment has been submitted.

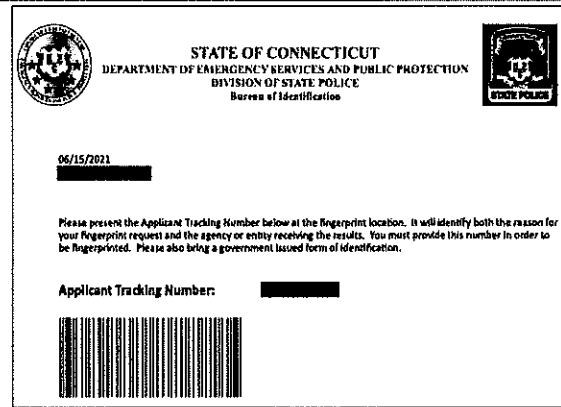
You will receive an email from the CCHRS system that provides you with your Applicant Tracking Number below. You will need this information at the time fingerprints are taken.

NOTE: Results (PDF Documents) may not be viewable on all devices. For best results, use a desktop or laptop.

Applicant Tracking Number: 21T0001085

BEAR, TEDDY BAWR
DOB: 12/25/1856

It is required to have the applicant tracking number (above) at the time of fingerprinting




STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Bureau of Identification

06/15/2021

Please present the Applicant Tracking Number below at the fingerprint location. It will identify both the reason for your fingerprint request and the agency or entity receiving the results. You must provide this number in order to be fingerprinted. Please also bring a government issued form of identification.

Applicant Tracking Number: [REDACTED]



Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: Wallingford Police Department

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. ¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. ²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. ³

Updated 11/6/2019

If you need additional information or assistance, please contact:

<p>Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p>Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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SIGNATURE	DATE
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This document must be retained by the Entity.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Requesting Entity: Wallingford Police Department

FBI Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Note: This privacy act statement is located on the back of the FD-258 fingerprint card.

SIGNATURE	DATE
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This document must be retained by the Entity.

**Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement**

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018



Town of Wallingford
Wallingford Police Department
Advisement of Secondhand Dealer Requirements

Last Name	First Name	Middle Initial	Name of Business
Business address:			
Number, Street, Apt. No. (No P.O. Box)		City/Town	Zip Code

Secondhand Dealer Requirements

As a person, as defined under Section 1 of Public Act 11-100, who is applying for a license from the Wallingford Police Department to engage in or carry on the business of a Secondhand Dealer at the address listed above you are required, if so licensed, to comply with the requirements of Sections 10 through 11, inclusive, of Public Act 11-100, as well as the following requirements of the licensing authority, Chief of Police Douglas L. Dortenzio.

The chief of police will issue a Secondhand Dealer License for the specific business, location and town or city for which you have applied. This license does not allow you to engage in or carry on the business of a secondhand dealer as any other business, in any other location or in any other town or city. The chief of police may suspend or revoke such licenses for cause which shall include, but is not limited to, failure to comply with any requirements for licensure specified by the chief of police at the time of issuance. Such license shall be displayed in a conspicuous location in the place where such business is carried on.

During the term of such license, you shall notify the chief of police in writing of any additional places that will be used by the business for the purchase, receipt, storage or sale of property prior to such use, of the addition or discontinuation of any Internet web sites or accounts used to conduct the business and of the addition of any employees, principals in business, officers, shareholders, financial backers or creditors.

No person acting under this license shall take, receive or purchase tangible personal property without receiving and copying proof of the identity of the person selling the property if such person is not a wholesaler. Such identification shall include a photograph, an address, if available on the identification, and an identifying number, including, but not limited to, date of birth. No secondhand dealer may purchase any personal property from a minor unless such minor is accompanied by such minor's parent or guardian and the identification of such parent or guardian will be copied as if they were the person that the property was received or purchased from.

You are required to maintain a computerized record-keeping system deemed appropriate by the chief of police. Entries shall be entered in English, at the time the person acting under this license purchases any article of personal property, a description of such article and the current location that it is stored and the name, the residence address, the proof of identity as required by this section and a general description of the person from whom, and the date and hour when, such property was purchased and in which, if the property does not contain any identifiable numbers or markings, shall be included a digital photograph of such article. Each entry in such record-keeping system shall be numbered consecutively.

A tag shall be attached to the article in a visible and convenient place with a number written on such tag corresponding to the entry number in the record-keeping system and shall remain attached to the article until the article is sold or otherwise disposed of. The chief of police authorizes the removal of such tags from certain articles such as jewelry for the purposed of cleaning and repair, while the article is being cleaned or repaired on the premises by the licensee only after an entry is first made into the computerized record-keeping system of such removal and only when such removal is necessary to prevent destruction of the such tag or when it interferes with the ability to clean or repair the article. A subsequent entry into the record-keeping system shall be made upon the return of such tag onto such item. Such tag shall be visible in the digital photograph of such item.

Such record-keeping system and the place where such business is carried on and all articles of property therein may be examined at all times by any state police officer, municipal police officer, or employees of the DESPP Special Licensing and Firearms Unit. Any state police officer, municipal police officer or employees of the DESPP Special Licensing and Firearms Unit who performs such an examination may require any employee on the premises to provide proof of the employee's identity. All records maintained within this record-keeping system shall be retained by you for not less than two years.

The description of any property purchased by any person acting under this license shall be entered into the computerized record-keeping system deemed appropriate by the chief of police and shall include, but shall not be limited to, all distinguishing marks, names of any kind, including brand and model names, model and serial numbers, engravings, etchings, affiliation with any institution or organization, dates, initials, color, vintage or image represented. Any description of audio, video or electronic media of any kind shall also include the title and artist or any other identifying information contained on the cover or external surface of such media.

Initialed by applicant:

Advisement of Secondhand Dealer Requirements

Page 2

Last Name	First Name	Middle Initial	Name of Business

Secondhand Dealer Requirements (continued)

Any person acting as a secondhand dealer under this license shall pay for any property purchased only by check or money order and shall not pay cash for any such property. Any person acting as a secondhand dealer under this license who pays by check shall retain the electronic copy of such check or other record issued by the financial institution that processed such check, and such copy or record shall be subject to inspection in accordance with this section as part of the record-keeping system. No person acting as a secondhand dealer under this license shall pay or cash any instrument issued by him or her. Any person acting as a secondhand dealer under this license shall indicate on each such instrument the number or numbers associated with such property in the record-keeping system required to be maintained pursuant to this section.

Any secondhand dealer who was licensed in any city or town as a pawnbroker pursuant to section 21-40 of the general statutes, as amended by this act, on March 31, 2011, who continues to hold such license and who had filed a copy of such license with the chief of police at the time of application for such Secondhand Dealers license, may pay for property received pursuant to a secondhand dealer license issued in accordance with section 10 of this act in the manner authorized under section 21-42 of the general statutes, as amended by this act, until July 1, 2021, provided such secondhand dealer complies with all other provisions of this section relating to secondhand dealers.

You shall submit an electronic file in EXCEL format to the chief of police that will be submitted on a weekly basis to an email address that will be provided to by the chief of police, describing the property received and setting forth the nature and terms of each transaction and the name and residence address and a description of the person from whom the property was received.

No person acting as a secondhand dealer under this license shall sell or dispose of any personal property acquired in any transaction in the course of business in less than ten days after the date of its receipt. Upon the sale or disposition of such property, such dealer shall, if such property is not sold at retail at the place of business of such dealer, include a record of such sale or disposition in the record-keeping system required by this section.

A Secondhand Dealer license is in effect for one year from the date it is issued. It does not allow you to engage in the business of a Pawnbroker or Precious metals and stones dealer, as defined under Section 1 of Public Act 11-100, unless so licensed. A licensee seeking renewal of such license shall file an application for renewal at least sixty days before the expiration of such license. This license is not transferable. Any person who willfully engages in the business of a secondhand dealer, unless licensed according to law, or after notice that his or her license has been suspended or revoked, shall be guilty of a class D felony. Any person who violates the provisions of Chapter 409 of the Connecticut General Statutes, inclusive, as amended by Public Act 11-100 for which no other penalty is provided shall be guilty of a class A misdemeanor.

As a person, as defined under Section 1 of Public Act 11-100, who is applying for a license from the Wallingford Police Department to engage in or carry on the business of a secondhand dealer at the address listed above, I understand and agree that if so licensed I will comply and ensure that each person acting under this license will comply with the requirements of Sections 10 through 12, of Public Act 11-100, as well as the requirements of the Commissioner of the Department of Emergency Services and Public Protection as listed above.

Date: _____ Signature of Applicant: _____
(Must be signed in the presence of a Notary Public)

Subscribed and sworn to before me this _____ day of _____, 20_____, in accordance with the Connecticut General Statutes.

Signature of Notary Public: _____ Print Name of Notary Public: _____

Written communications should be addressed to: Wallingford Police Department - Records Unit Attn: Chapter 409 Licensing Section -135 North Main Street, Wallingford, CT. 06492. The telephone number of the Records Unit is (203) 294-2810, the Records Unit fax number is (203) 294-2874.

misdemeanor for violating provisions of the chapter for which no other penalty is provided, neglecting to keep a record-keeping system or make the required entries, refusing to allow inspection of such system and receiving property from a minor and designated said latter penalty provision as new Subsec. (b); P.A. 11-100 made conforming changes re definitions in Sec. 21-39a added by same act, amended Subsec. (a) to add "suspended or" and delete provision re treble forfeiture, amended Subsec. (b) to delete provision re record-keeping system, and made technical changes.

Cited. 201 C. 89.

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Secs. 21-47a to 21-47c. Reserved for future use.

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Sec. 21-47d. Secondhand dealer license. Fees. Applications. Criminal history records checks. Suspension or revocation of license. Exemption. Penalty. (a) No person shall engage in the business of a secondhand dealer, as defined in section 21-39a, in any city or town of this state unless such person is licensed in accordance with this section. The licensing authority of any city or town may grant a secondhand dealer license to any suitable person with a fixed place of business within the limits of such city or town. The provisions of this section shall not apply to any transaction involving the purchase of personal property of any type from a person who is not a wholesaler for the purpose of reselling or exchanging such property by (1) a bona fide charitable or religious corporation, or (2) a person conducting a garage sale, yard sale, tag sale or estate sale conducted entirely at a private residence, provided such sale does not exceed seventy-two hours in duration during any six-month period from the requirements of this section.

(b) Any person granted a license under subsection (a) of this section shall pay, for the benefit of the city or town, respectively, or if the licensing authority is the Commissioner of Emergency Services and Public Protection, for the benefit of the Department of Emergency Services and Public Protection, to the licensing authority a license fee of two hundred fifty dollars, and one hundred dollars per year thereafter, for renewal of such license, and shall, at the time of receiving such license, file, with the licensing authority, a bond to such city or town, with competent surety, in the amount of ten thousand dollars, to be approved by such licensing authority and conditioned for the faithful performance of the duties and obligations pertaining to the business so licensed.

(c) Each such license shall designate the place where such business is to be carried on and shall be in effect for one year unless sooner suspended or revoked. Such license shall be displayed in a conspicuous location in the place where such business is carried on. At the time of application for such license and each renewal thereof, the applicant shall disclose to the licensing authority all places used or intended to be used by the business for the purchase, receipt, storage or sale of property. During the term of such license, the licensee shall notify the licensing authority of any additional places that will be used by the business for the purchase, receipt, storage or sale of property prior to such use.

(d) An application for such license shall be made in writing, under oath. The application shall contain: (1) The type of business to be engaged in, (2) the applicant's full name, age and date and place of birth, (3) the applicant's residence addresses and places of employment within the preceding five years, (4) the applicant's present occupation, (5) any crime of which the applicant has been convicted