

# DOUGLASVILLE POLICE DEPARTMENT



Chief of Police  
Chris Womack

PO BOX 219, DOUGLASVILLE, GA 30133  
6730 CHURCH STREET. DOUGLASVILLE, GA 30134  
(770) 920-3010 PHN (770) 920-3026 FAX



Deputy Chief  
Gary Sparks

## **Pawn Shop Permit and Second Hand Dealer Permit Initial set-up guide (Revised 1/2014)**

- 1.** You must have applied for or currently have a City of Douglasville business license prior to applying for a pawn or second hand permit. A “**permit**” and a “**pawn and second hand questionnaire**” are separate required applications to process in addition to your occupational tax license and is performed in conjunction with Douglasville Police. The permit and this guide are intended to be completed by the store owner, manager, or whoever will be working with the day to day activities in the business.
- 2.** Contact the occupational tax division of City Hall at (678.715.6047). You will be provided a “**pawn shop and second hand dealer questionnaire**”. It should be completed and turned it in to the occupational tax division. This form will be sent to Douglasville Police to begin the permit process. Once this document has been reviewed and approved, it will be forwarded to Police records for the required background checks. This application approval may take up to 45 days to complete and you will be notified when it is completed by the records supervisor.
- 3. Individual employee permits:** The business owner and all employees that will directly take pawn or second hand transactions must each pay an initial \$50.00 background check fee to begin the process. The application forms and payment can be completed at:

*Douglasville Police Department Records Division  
2083 Fairburn Rd  
Douglasville GA. 30135*

The initial application for the business permit must be submitted by the management or owner prior to sending any employees for permits. These permits are intended to permit employees or management/owners that actually work in the store. **Business permit applications submitted in the name of records clerks or other corporate staff will be rejected.** Additional employees can be added at any time but will not be allowed to take transactions until the permit application has been submitted and approved.

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4. The required employee permit forms will be provided at the Police Department along with the GAPS form (Georgia Applicant Processing System) which is required for fingerprinting. A registration number will be given to you to take to the UPS store.

Your contact person is:

**Records Supervisor Sandy Shiner (678.293.1755)**  
[shiners@douglasvillega.gov](mailto:shiners@douglasvillega.gov)

You will be asked to complete the forms and a copy of your driver's license will be made, and a receipt given.

6. Before proceeding to fingerprinting the applicant will need to obtain a money order for \$36.25 (**please call to confirm current amount**) to cover the cost of the fingerprinting by the UPS store. Your fingerprints cannot be processed without this registration.

You will need to provide the tracking number and the money order to:

**UPS Store #1690,  
8491 Hospital Drive  
Douglasville, GA 30134**

**\*Other UPS stores may provide this service as well. \***

7. Approximately, 2-3 days later the electronic results of the fingerprint check are forwarded to the Douglasville Police Department.
8. The Police Department contacts the applicant and advises them that the ID is ready and will be mailed to the address given on the application.
9. Once you have been notified by records Division that your application has been approved by the Chief of Police, you can contact Detective Abercrombie to discuss hardware, installation and training (678.293.1707). A 2 hour training session will be completed at a later date and is required before taking any ordinance or state required reportable transactions. This is required to determine that all equipment is operational and transactions can be submitted as required by ordinance. You may obtain the most recent version of pawn and second hand dealer's ordinances at the City of Douglasville web site.

[www.ci.douglasville.ga.us/](http://www.ci.douglasville.ga.us/)

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- 10.** After your 1<sup>st</sup> year of permits the renewal fee for permits shall be \$25.00. Renewal applications shall be submitted by January 1st of the year for which such permit is requested. Permits must be renewed prior to Jan 1<sup>st</sup> to be able to continue to purchase second hand items for the new year.
- 11.** Prior to your next meeting you will need to contact the automated reporting administrator “Business Watch International” at (877) 404-3368 to set up your business account. Each employee that uses the BWI system must have his or her own separate username and password in the BWI system to take second hand transactions. This is required to maintain data security and employee/store accountability for the information. This is in addition to the employee permit issued by Douglasville Police. Prior to purchasing any required equipment you should have spoken with Detective Abercrombie to confirm your specific requirements. This should help to avoid common mistakes, extra costs, and delayed set up times.
- 12. Required equipment:** Your laptop or desktop computer must be able to access the internet with Internet Explorer version 10. Most computers made in the last 8 years that use Microsoft Windows XP, Vista or Windows 7 should be adequate. Internet access is required.
- 13. A basic web camera made by Logitech** with a manual focus ring is preferred, but most any web camera can be used. These cameras are generally very low cost less than \$15.00. A manual focus is important because it allows the camera to focus on smaller objects like jewelry and numbers easily. Most web cameras made today are used for video conferencing and not designed for focusing on smaller objects. Care should be taken to purchase a web camera that has an external focus ring as it will provide the quickest and best picture. In most cases it is not important to install the software only the driver for the camera. Installation assistance is provided via BWI tech support. *More expensive cameras do not ensure ease of use or quality of picture for this specialized use.*
- 14. The fingerprint scanner** is the only item that must be purchased from a particular vendor. Contact BWI support to determine the current vendor for the digital fingerprint scanners (1.877.404.3368) [www.bwiusa.com](http://www.bwiusa.com). It is your responsibility to obtain and maintain the equipment. In most cases broken equipment will not be a valid reason for failure to report the required information (see ordinance requirements).
- 15.** Once your computer and internet access is active at your business location, the required web camera and fingerprint scanner can be installed and tested. This is provided by free technical support from Business Watch International via phone

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support (1.877.404.3368) [www.bwiusa.com](http://www.bwiusa.com). In addition Detective Abercrombie can also assist with technical support and set-up if scheduled in advance.

16. Detective Abercrombie will provide your store with training on second hand transactions and ordinance compliance issues in your store after all equipment has been installed and confirmed as working. This meeting is required before beginning your 1<sup>st</sup> transaction. Every permitted pawnshop and second hand store has completed this training in Douglasville since 2009.
17. The cost of reporting your transactions is based on a \$.20 per transaction (customer) fee that will be billed to your store by the system administrator BWI. The \$.20 fee is not per item, but per person regardless of the number of items at one transaction. There are no other fees charged by BWI or the City of Douglasville in relation to reporting requirements. You are allowed to recoup the fees and cost of reporting from the customer if you wish. **The City of Douglasville nor Douglasville Police receive any of the transaction fees associated with electronic reporting. All fees are collected directly by the reporting administrator.**
18. The entire process to begin reporting transactions can be completed in 3-5 days or less providing that all equipment is available and the procedures are followed in the correct order.

A copy of this set up guide and other required forms and information can be emailed to you at your request. If you have further question or concerns please contact:

Det. Mac Abercrombie  
Pawn shop Detective  
Douglasville Police  
Desk 678.293.1707  
Cp 678.414.2799  
[abercrombiem@douglasvillega.gov](mailto:abercrombiem@douglasvillega.gov)

Detective Sgt. T. Garner  
Douglasville Police  
Desk 678.293.1713  
[garnert@douglasvillega.gov](mailto:garnert@douglasvillega.gov)