



Thomas L. Hickner  
Bay County Executive



# BAY COUNTY Health Department

Creating A Healthy Environment For The Community

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**DATE:** June 8, 2011  
**TO:** Bay County Pawn Shop and Secondhand Dealers  
**FROM:** Barbara MacGregor, Health Officer *BM*  
**RE:** Implementation of Bay County Ordinances 51 & 52

Bay County has recently adopted Ordinances 51 and 52, respectively, which regulate pawn shops and second hand goods dealers. Beginning July 5, 2011, pawn shops and secondhand dealers not already regulated in local municipalities of Bay County (such as the City of Bay City), will be required to be licensed, inspected and submitting transaction information on an annual basis. In accordance with subsequent action taken by the Bay County Board of Commissioners, the Bay County Health Department has been given the primary responsibility of licensing these establishments and will be assisted by the Bay County Sheriff's Department for criminal background investigations, fingerprint registration and transaction research.

Pursuant to the above mentioned ordinances, your business will be required to submit the following forms and fees by July 5, 2011:

- 2011 Bay County Pawnbroker/Secondhand Dealer License Application along with a check or money order for \$200.00, made payable to the Bay County Health Department
- Criminal Background Investigation Authorization Form and fingerprints registered with the Bay County Sheriff's Department. The fee for fingerprint registration fees include \$17.00 made payable to the Bay County Sheriff's Department and \$30.00 made payable to the State of Michigan (Michigan State Police). Please see the attached flyer for more information.

Also, beginning July 5, 2011, all Pawnbrokers/Secondhand Dealers will be required to electronically send transaction information to the Bay County Sheriff's Department. The system for electronic reporting will be managed by Business Watch International (BWI) and will enable dealers to upload the transaction information immediately to a database that will be accessible to the Sheriff's Department.

Not all Secondhand Dealers will be required to set up an account with BWI. If your business buys any of the following articles from customers, then a BWI account will be required:

*Appliances, radios, stereos and speakers, televisions, video equipment, electronics/computer equipment and devices, computer gaming equipment, tools, musical instruments, sporting equipment, and jewelry and precious metals as stipulated in the above stated ordinances.*

If your business does not buy the above mentioned articles, then you are not required to open an account with BWI. A declaration for exemption is found on the attached application.

To electronically report your transaction information, you will need to have a basic computer with Microsoft Internet Explorer 8.0, along with a high speed internet connection. BWI can assist you with connection, setup and training. You may contact BWI by phone at 1-877-404-3368 (ext. 1) or by email at [helpdesk@bwiusa.com](mailto:helpdesk@bwiusa.com) . You will be assisted with configuring your equipment and trained on the use of the system software either by entering transaction information in to the BWI Automated Pawn System through BWI business software or by a daily batch upload from your existing Point-of -Sale (POS) system.

While there may be no charge for the basic software, BWI does charge a \$.20 fee per transaction for the basic input version. BWI also has extended versions of their program which may be available if you choose to purchase. BWI can also provide you with additional information on additional equipment that may be necessary including (but not limited to) digital cameras and fingerprint scanners.

If you feel you have received this letter in error, or if you have additional questions, please feel free to contact the Health Department Environmental Health Division at 989-895-4006 or by emailing Joel Strasz, Public Health Services Manager, at [straszj@baycounty.net](mailto:straszj@baycounty.net).

**BAY COUNTY MICHIGAN**  
**2011 PAWNBROKER/SECOND HAND DEALER LICENSE APPLICATION**

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Description of merchandise to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List names and addresses of all persons having an interest in the business:

NAME ADDRESS TELEPHONE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of license you are applying for:

Pawnbroker – Annual Fee \$200.00

Second Hand Dealer – Annual Fee \$200.00

*Payments may be made by submitting a check or money order for \$200.00, made payable to the Bay County Health Department.*

I DECLARE THAT I AM EXEMPT FROM ELECTRONIC REPORTING REQUIREMENTS AS DESIGNATED IN BAY COUNTY ORDINANCES 51 & 52

\_\_\_\_\_  
SIGNATURE OF APPLICANT

STATE OF MICHIGAN)

) SS.

COUNTY OF BAY )

\_\_\_\_\_, being duly sworn, deposes and says that the foregoing application is made in accordance with the provisions of Chapter 30 of the Code of Ordinances of the City of Bay City and that all statements made in this application are true.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
Acting in Bay County  
My Commission expires: \_\_\_\_\_

**PLEASE RETURN APPLICATION AND FEE TO:**  
**BAY COUNTY HEALTH DEPARTMENT 1200 WASHINGTON AVE., BAY CITY, MI 48708**

**BAY COUNTY MICHIGAN**  
**2011 PAWNBROKER/SECOND HAND DEALER LICENSE**  
**AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

Having made application for a Pawnbroker/Secondhand Dealer License with the County of Bay, Michigan and desiring that they be informed as to my criminal record or lack of criminal record, I hereby authorize the County of Bay to investigate my history and to have access to any and all information which may relate to my criminal record or lack of criminal records.

I further authorize any person or entity possessing such information, to furnish such information to the County of Bay, Michigan.

I also release to the County of Bay, Michigan and any such person or entity providing such information to the County of Bay, Michigan from any liability, from any damages of any kind, which may result from the release of such information to the County of Bay, Michigan.

A copy of this authorization shall have the same force as the original.

**Please Print**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Bay County Sheriff's Office

503 Third St, Bay City, Michigan 48708

989-895-4050

Fingerprint Information

Pawn Broker/Second Hand License

It is the responsibility of this office to complete the following

Fingerprint and background check of all applicants.

Complete required forms and processing of essential paperwork

In view of the necessary work involved and the number of persons required to process your application, a fingerprinting fee of \$17.00 dollars is required. A check, money order or cash payable to the "Bay County Sheriff's Office" is required for this service. The fingerprints are processed through the Michigan State Police. A \$30.00 fee is required by the State of Michigan for each set of fingerprints in addition to the Bay County Sheriff's Office fees. Check or money order must be made out to the "State of Michigan" for the processing of the Fingerprints from the State Of Michigan. Separate checks should be made out for each of these services.

- The results of the fingerprints will be mailed to your home address from the State of Michigan. It is your responsibility to bring the results back to the Sheriff's Office for final processing.
- Fingerprints are taken at the Bay County Sheriff's Office on Tuesday-Thursday 9am-4pm.