



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. Licensees are encouraged to use the Department's online licensing system to file applications, upload documents, print certificates, and more. Licensees will also be able to pay filing fees using a credit card without paying any convenience fees. To file online, please visit <https://dcagateway.sc.gov>.

When completing renewals, please keep a few things in mind:

- **Business Name & Location Name/DBA** – 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.
- **Transactional Data** – As of 2018, the Department requests certain transactional data for the purposes of determining how amendments to the law have affected pawnshop businesses and assisting the Department in its duty to monitor the availability and use of consumer credit in this state. Licensees are encouraged to gather the data to answers these questions before beginning the renewal process. The requested data points are:
 1. The *largest loan amount* made at a location in the prior calendar year;
 2. The *total interest* collected on pawn transactions at a location in the prior calendar year;
 3. The *total dollar amount* loaned at a location in the prior calendar year; and
 4. The *total number of pawn transaction* made at a location in the prior calendar year.

The Department treats 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** – During renewals, 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 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.

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 LAguilar@scconsumer.gov or call (803)734-4249.