

**CITY OF PORTAGE  
RENEWAL APPLICATION  
SECONDHAND DEALER'S LICENSE**

City Clerk's Office  
City of Portage  
7900 South Westnedge Avenue  
Portage, MI 49002

Pursuant to Chapter 14 (Businesses) Article 8 – Secondhand Dealers, each business engaged in the dealing of secondhand goods is required to possess a Secondhand Dealer License within the City of Portage.

**INSTRUCTIONS TO COMPLETE RENEWAL APPLICATION:**

Please provide the information requested below. Responses must be legible, preferably typed within the space provided. If additional room is required for a response, please attach a separate sheet. The completed renewal application must be signed and dated by the applicant, if an individual, or by a duly authorized agent thereof, if a partnership or corporation. The original application must be submitted to the City Clerk.

NOTE: Incomplete or illegible applications may be rejected from further consideration and the City reserves the right to request additional information from the applicant as part of the review process.

**Required Information**

**The following form must be completed for:** all partners or limited partners of a partnership applicant, all officers and directors of a corporate applicant, and all stockholders owning more than five percent of the stock of a corporate applicant, or any other person who is interested directly in the ownership or operation of the business. The information shall be furnished under oath.

Name of Applicant:		Business Name:	
Aliases:		Is this a new business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone No:	Website:		E-mail:
Current Home Street Address:			
City:	State:	Zip Code:	
Date of Birth:	Driver's License No.:		
Social Security No.:		State of Driver's License Issuance:	
Written proof of age attached. Please circle:    YES                      NO			
Height:	Weight:	Eye Color:	Hair Color:
Address of the secondhand dealership to be operated by the applicant. Street Address:			
City: PORTAGE	State: MI	Zip Code:	

Address which applicant desires to receive notification regarding this application.

Street Address:

City:

State:

Zip Code:

Residential Addresses of Applicant for past 3 years:

Business, occupation or employment of applicant for previous five years:

Has the applicant previously operated in this or any other county, city or state under a secondhand dealer license or similar business license?

Please Circle: YES NO If yes, where:

Has the applicant ever had such a license revoked or suspended: Please circle: YES NO

If yes, please indicate the name of the business entity or trade name under which the applicant was operating when the license was suspended or revoked:

Please indicate all criminal statute, whether federal or state, or city ordinance violation convictions, forfeiture of bond or pleadings of *nolo contendere* on all criminal charges, except minor traffic violations:

**NOTE If the applicant is a corporation:** the application shall specify the name of the corporation, the date and state of incorporation, the name and address of the registered agent and the name and address of all shareholders owning more than five percent of the stock in said corporation and all officers and directors of the corporation. Separate sheets may be used to provide this information.

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Title of Applicant

\_\_\_\_\_, Notary Public

Acting in the County of \_\_\_\_\_

**CRIMINAL BACKGROUND CHECK:** An applicant for a license shall additionally submit to the City Clerk with the application a copy of a Michigan Criminal History Access Tool (ICHAT) search report, dated no more than seven days before the date the application is submitted to the City Clerk, for applicant, including all partners or limited partners of a partnership applicant, all members of an LLC applicant, all officers and directors of a corporate applicant, all stockholders owning more than five (5%) percent of the stock of a corporate applicant, and any other person who is interested directly in the ownership or operation of the business.

**Michigan ICHAT Background Check Results Attached**

**Please Circle:      YES      NO**

The completed application, including age verification and background check,  
should be mailed or delivered to:

City Clerk  
City of Portage  
7900 South Westnedge Avenue  
Portage, MI 49002