

Application for a Certificate



THE LICENSING AUTHORITY OF SECONDHAND DEALERS AND
PAWNBROKERS

Secondhand Dealers and Pawnbrokers Act 2004

TRIB No: _____

When to use this form

Use this application form to apply for a certificate to enter into transactions and/or issue pledge tickets on behalf of a licensed secondhand dealer or pawnbroker.

What you need with your application

To complete your application, you need to send:

- A fully completed form
- Two (2) passport style photos (for more information see overleaf)
- The prescribed application fee

Completing this form

- Print clearly in CAPITALS
- Use a black pen or blue pen if printing the form out to complete
- Answer every question on the form unless the instructions tell you otherwise

Payment information

The prescribed application fee is NZ\$180.

To confirm how you pay the application fee, please visit the Ministry of Justice website:

www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/forms-and-fees/

If you need further assistance, then please contact the Tribunal on:

Ph: 04 462 6660

Email: shdlicensing@justice.govt.nz

Application fees are non-refundable.

Application process

In normal circumstances, it will take up to a month to hear the outcome of your application. If you have a criminal conviction your application may take longer to process. You can check the progress of your application on

www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/ .

Important information

All personal information provided to the LASDP will be managed in accordance with the Privacy Act 1993.

Photograph requirements

Any photograph of an individual submitted to the Licensing Authority in non-electronic form must:

- (a) be of good quality; and
- (b) have been taken not more than 6 months before the date on which it is supplied; and
- (c) be a full front view of the face, head and shoulders of the person, with the head filling most of the photograph; and
- (d) have a plain, light coloured background (not white or dark) with no background shadow; and
- (e) show the individual without a head covering, hat, head band, bandanna or scarf except for religious or medical reasons. In all cases, facial features from the bottom of the chin to the top of the forehead and both edges of the face must be clearly shown; and
- (f) be a colour photograph; and
- (g) be a good likeness of the person wide; and
- (h) be on good quality paper.

Step 1. Tell us what you are applying for

Please tick one:

New Application

Renewal

If this is an application for renewal what is your current certificate number?

Step 2. Give us your details

Full name First Middle Surname

Are you known by, or have you ever been known by another name? (Please tick to confirm)

Yes No

If yes, please supply the additional names. If no, leave this blank and move on to the next question

Other names First Middle Surname

First Middle Surname

What is your gender? (Please tick to confirm)

Male Female Other (please specify) Prefer not to disclose

How can we contact you?

Phone Day Mobile

Email

Do you consent to having your email address recorded in the public register of licence holders? (Please tick to confirm) Yes No

If you give us your mobile number or email address, we can use these to send you text messages or emails.

What is your postal address?

Address No. Street Suburb

City State (if outside NZ)

Country Post code

What is your residential address? (This must be a physical New Zealand address)

Address No. Street Suburb

City State (if outside NZ)

Country Post code

What is your driver licence number?

Date of Birth / / (day/month/year)

Step 4. Provide us your photographs for the application

Attach two (2) identical, recent standard passport photographs of yourself: a full-front view of your face; head and shoulders only; taken without a hat, head covering, or head band; and with a plain light-coloured background.

The photographs must be authenticated by any one of the following persons:

- A Barrister or Solicitor of the High Court of New Zealand;
- A Registrar or Deputy Registrar of a District Court;
- A Justice of the Peace;
- A constable;
- A registered medical professional;
- A person authorised by law to take statutory declarations in New Zealand.

Who is not:

- A relative or part of the family group of the applicant;
- A spouse, de-facto partner, or civil union partner of the applicant;
- A person who lives at the same address as the applicant;
- The employer of the applicant;
- A business partner of the applicant.

Attach photo
here
35x45mm

The section below is to be completed by the person authenticating the photographs.

The person authenticating the photographs must:

On the back of one of the photographs:

- Print in his or her own handwriting: "Certified true likeness of [full name of the applicant]"; and
- MUST also sign and date the rear of the photograph.

I, _____ (*authenticating person*)

being someone authorised to authenticate the photographs provided with this application by reason of being a

of _____ (*residential address of authenticating person*)

CERTIFY that the attached photographs are a true likeness of

_____ (*full name of applicant*)

Signature

Date

Note: The authentication of the photographs must take place at the same time as the Statutory Declaration is made or before the Statutory Declaration is made, not after the Statutory Declaration (Step 4).

Applicant's Signature:

Signature

Date

Step 4. Make a Statutory Declaration

This declaration must be made by the applicant at the same time or after the photographs are authenticated.

IMPORTANT: You must sign and date this declaration in front of the person taking the declaration and they must then immediately complete and date their part of the declaration.

I, _____ (full name)
of _____ (your residential address)

do solemnly and sincerely declare that all the information recorded in this application is true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature _____ (of the person making this declaration) **Date** _____

The following is to be completed by the person taking the declaration*

Declared at _____ (city/town)

on _____ / _____ / _____ (day/month/year)

before me, being a person authorised under the Oaths and Declarations Act 1957 by reason of being

a _____

Name of person taking the declaration: _____

Address: _____

Signature _____ (of the person taking this declaration) **Date** _____

*The person taking the declaration must be one of the following:

- A person enrolled as a barrister or solicitor of the High Court (or a legal executive acting in his or her employment);
- A Justice of the Peace;
- A notary public;
- A Registrar or Deputy Registrar of a Court;
- A member of Parliament;
- An employee of either the New Zealand Transport Agency or the Public Trust who is authorised for that purpose;
- An officer in the service of the Crown or of a local authority who is authorised for that purpose (including a Police officer of the rank of Sergeant or above, and a Police Declarations Officer);
- Some other person authorised by law to administer an oath.

Step 5. Do a quick check

Before sending in this form – check:

You have answered every question



You have attached 2 recent, identical photos of yourself

The person authenticating the photos completed the relevant part of the form

The person authenticating the photos certified, dated and signed the back of one of the photos

You have signed and dated this form

You have completed the Statutory Declaration; and

You have paid the fee

Step 6. Send in this form

You can print this form, fill it in, and

hand it in or courier to:

Level 1, 86 Customhouse Quay
Wellington 6011
New Zealand

or post it to:

SX 11159
Wellington
New Zealand

Phone: 04 462 6660

Email: shdlicensing@justice.govt.nz

Website: <https://www.justice.govt.nz/tribunals/licences-certificates/secondhand-dealers-pawnbrokers/>