

MANAGER’S PERMIT INFORMATION

It shall be unlawful for any person, other than an owner, to work as a manager at a pawnshop without having first obtained from the License Officer a permit to do so or to continue to work as a manager at such business after such person’s permit has been revoked or suspended.

The fee for this permit is \$15.00. It will be valid for a period of three years from the date of issuance and will need to be renewed. There is no refund of the application fee if the permit is denied; however, there is no fee to apply for a duplicate. Once the permit is issued, it must be posted on the premises at the place of employment when on duty and the same must be exhibited to any duly authorized law enforcement officer or citizen upon request.

As a convenience, the City of Independence has a website to allow you to apply for or renew your “Employee Permit” over the internet. You must have a printer available for printing the actual permit when using this process and a credit card for payment. To use this service, please go to the web site at www.indepmo.org/businesslicense. Click on “**Employee Licenses/Permits**” and then select the desired process. Permits issued by other cities or governments are not valid for businesses within the city limits of Independence.

If you have no access to the internet you must come in person to the second floor of City Hall, 111 E. Maple between the hours of 8 A.M. and 4:15 P.M. Monday thru Friday where computer terminals are provided for your use. The application/renewal process has now become solely automated and has to be done on the computer.

When making application it is required for you to bring (if making application at City Hall) or mail (if application was made on the web) one recent passport size photo, intent to hire form and the required processed State of Missouri Criminal Record to the “License Division/Cashier” at City of Independence City Hall, 111 E. Maple, P O Box 1019, Independence, MO 64051. **Your permit will not be valid until this document has been received by the City of Independence License Division.**

STATE CRIMINAL RECORD CHECK - The State of Missouri charges a fee **per person** for a criminal record check, which is conducted by the Missouri Highway Patrol in Jefferson City. **You must apply for and submit an original processed** State of Missouri Criminal Record History. The Missouri Highway Patrol has notified the City that the processing time for a criminal record check is approximately four to six weeks if processed by mail.

To expedite the criminal record check, the applicant may obtain them the same day by driving to the Missouri Highway Patrol office in Jefferson City, Missouri. The **original** criminal record check **must be submitted** to the License Division before your permit will be valid. The address for the Missouri Highway Patrol office is 1510 East Elm Street, Jefferson City, Missouri, and their telephone number is (573)-526-6153.

The following business located in Jefferson City, Missouri might be able to obtain the required criminal history for a processing fee. **Inform them you must have the original mailed to you.**

- Missouri Record Search.....573-635-0142
- Harmon Processing.....573-635-6690
- Missouri Record Service.....573-893-4428
- C & S Business Services, Inc.....573-635-9295
- Strum Research.....573-496-3534
- The Security Group LLC.....573-761-7577