Pawn or Precious Metals License Checklist

Use this checklist to make sure you have the required documents before submitting a new or renewal application.

Business information

☐ Proof of a valid state-issued photo ID.

☐ Proof the business is registered and in good standing with the Idaho Secretary of State.

☐ Certificate of Occupancy for the building where the business operates.

☐ Proof that you own or lease the business location. If the applicant does not own the property, provide a copy of the lease agreement. This does not replace the Certificate of Occupancy.

Fees and expiration

A non-refundable license and processing fee are required with every new application or renewal. Pay the current fees when you submit your application. A complete list of fees is available on the website or by contacting the Department of the City Clerk at 208-972-8150, option 3, TTY: 711, or cityclerk@cityofboise.org.

Pawn or Precious Metals licenses expire annually on December 31.