



## City of Portland Secondhand Dealer Personal History Form

Please check if this is: ☐ New Applicant for Secondhand Dealer Permit  
☐ New employee  
☐ Update of history previously filed

All blanks must be filled in and the **form must be signed by the individual named in line 1 and dated** on the back. If the question does not apply to you, write N/A (Not Applicable) in the space. If additional space is needed to answer any question, use additional paper or the reverse side of this form.

1. Name \_\_\_\_\_  
(Last) (First) (Middle)

2. Residence address \_\_\_\_\_  
(Street) (City/State) (Zip)

3. Driver's License# \_\_\_\_\_ State \_\_\_\_\_ 4. Phone# \_\_\_\_\_

5. Business name \_\_\_\_\_ 6. Business phone# \_\_\_\_\_

7. Business address \_\_\_\_\_  
(Street) (City/State) (Zip)

8. Date of birth \_\_\_\_\_ 9. Place of birth \_\_\_\_\_

10. SSN or ITIN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Select the category that best describes your race/ethnicity:

- ☐ (A) Asian or Pacific Islander  
☐ (B) Black  
☐ (I) Native American/Alaskan  
☐ (W) White  
☐ (U) Other/Unknown

Select your gender identity:

☐ Male ☐ Female ☐ Other/Unknown

11. Other names/aliases used: \_\_\_\_\_

12. List all cities/states of residence since age 18 or last ten years, whichever is longest:

\_\_\_\_\_  
\_\_\_\_\_

13.a. Business occupation or employment history for the last 3 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. List any pawn or secondhand employment history:

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14. **ARREST RECORD:** The Police Bureau background investigation requires that you include **all incidents in which you have been charged, arrested, convicted or cited (including juvenile history)**. Please indicate the charge, date of occurrence, jurisdiction and final disposition. **If none, write "none"**. Attach additional sheets if necessary.

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15. **NOTICE:**

a. If you have any questions regarding this personal history form or the secondhand dealer regulations, call the City of Portland at 503-865-2488. The City Code and other information is available on the Secondhand Dealer webpage: [www.portland.gov/revenue/secondhand-dealer](http://www.portland.gov/revenue/secondhand-dealer).

b. Portland City Code (PCC) Section 14B.90.050 lists a number of reasons why the Revenue Division Director shall deny an application for a permit. However, the Director may grant a permit with the concurrence of the Chief of Police despite the presence of one or more reasons for denial if the applicant establishes to the Director's satisfaction that the behavior is not likely to recur, is remote in time, or that it occurred under circumstances which diminish the seriousness as it relates to the purpose of PCC 14B.90. You should review this section of the Code. If grounds for denial exist, you should forward with the application personal history form(s) any information that would support a favorable determination under Section 14B.90.050 C.

c. The undersigned hereby states that the statements made on this personal history form are true and correct to the best of his/her knowledge and belief and that

**Applicants for Secondhand Dealer Permit:** This statement is executed with the knowledge and understanding that any false statement, misrepresentation, or failure to reveal or provide requested information may be cause for refusal to issue, or suspension or revocation, of any permit issued under Chapter 14B.90.

**New employees:** PPB approval is required by 14B.90.040.C before a new employee is authorized to acquire regulated property. This statement is executed with the knowledge and understanding that any false statement, misrepresentation, or failure to reveal or provide requested information may be cause for a recommendation for rejection by the Portland Police Bureau.

Employees are responsible for correctly entering acquisitions of Regulated Property to the property information database used by the Portland Police Bureau.

Signature\_\_\_\_\_Date \_\_\_\_\_

Email address: \_\_\_\_\_

Sign and date this form and mail it to:  
City of Portland – Business Permitting  
PO Box 8084  
Portland, OR 97207