SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250

MONEY EXCHANGE HOUSE

San Diego Municipal Code, Section 33.0101(c) states you must have a valid police permit to operate a business designated as police regulated. You are responsible for being familiar with and complying with the rules and regulations related to Money Exchange Houses. Copies of the Money Exchange Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Telephone # (619) 533-4000 or via the City's website: www.sannet.gov/(Department, City Clerk, Documents, Municipal Code), SDMC Chapter 3, Article 3, Division 43 and Divisions 1-5).

To legally operate a Money Exchange House, it is suggested you first obtain the following:

ZONING APPROVAL
City of San Diego Development Services
1222 First Avenue (Third Floor)
San Diego, CA 92101 (619) 236-6490

PLEASE PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE POLICE PERMIT:

- **Police Permit Application** (one for each corporate officer/partner/owner) and a **Business Addendum**
- **MONEY EXCHANGE RECEIPT**
- **PERMIT FEE**- Check, cashier's check or money order for an annual Regulatory Fee of **$865.00** must be submitted along with your application. This fee will be deposited upon approval. (Please make check, cashier's check or money order payable to **CITY TREASURER**.) **No OUT OF STATE CHECKS will be accepted.**
- **LIVE SCAN FINGERPRINTS** are **required** for all new applicants. Fill out the attached "Request for Live Scan Service" form and bring it with you to the Live Scan agency. (See attached list of locations.) Contact Agency for up to date hours of business. **The completed "Request for Live Scan Service" form is valid for only thirty (30) from the date your fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints.**
- **PHOTOGRAPHS** - Cash, check, cashier's check or money order for photo permit for each owner/ officer/partner in the amount of **$15.00** each. Each owner/officer/partner must be present when the application is submitted to the Permits & Licensing Office.
- **BUSINESS TAX CERTIFICATE** can be obtained from the San Diego City Treasurer's Office, 1200 Third Avenue (1st Floor), San Diego, CA 92101 - Phone (619) 615-1500.
- Copy of your **lease/rental agreement** from your landlord or property title.
- Copy of Registered Fictitious Business Name-Recorder/County Clerk (619) 237-0502.
- A criminal record check will be made on each applicant.
- There is a 30-day investigation period that starts at the time your application is submitted.
- Application must be renewed each year before the expiration date.
- Contact moneyexchange@pd.sandiego.gov if you have any questions.