

THE DILIGENCE RECEIPT CHECKLIST

PAWN · INTAKE DILIGENCE

MR. WILSON

ONE FIX AT A TIME.
YOU KEEP THE KEYS.

Run one intake against this before anybody asks you about it. Every line is something your counter already copies or already decides. The point is that all of it sits against ONE ticket number, dated, before somebody outside the shop needs it.

READ THIS FIRST — This is not legal advice and it is not a compliance guarantee. It files nothing and it contacts no agency. It records that checks ran; it never says an item is clean, not stolen or authentic — the searches that could support such a claim are law-enforcement systems. Check this against your own counsel and your own obligations.

THE TICKET ITSELF

- ☐ The ticket number, and the date and hour the item crossed the counter
- ☐ The serial, IMEI or reference exactly as it reads on the item — and if there is none, write NO SERIAL, not a blank
- ☐ What the item is, in words somebody who has never seen it would find it by

WHAT YOU CANNOT

- ☐ NCIC is a law-enforcement system. Write POLICE-ONLY — NOT CHECKABLE, and leave it written
- ☐ The upload service's search side is credentialed to police too. Same line, same words
- ☐ A surface that did not answer is NOT REACHED, with the time — never a blank and never a pass

WHAT YOU CAN LAWFULLY CHECK

- ☐ The public bike index, for anything with a bicycle serial
- ☐ The device registries, for a phone or tablet with an IMEI
- ☐ The watch register, for a watch with a case reference
- ☐ For each one: the certificate or reference number it gave back, and the time you ran it

WHERE IT LIVES

- ☐ One page per intake, filed against the ticket number, in the book with the ticket
- ☐ The name of whoever ran it, because a person can be asked and a system cannot
- ☐ Nothing on the page says the item is clean, not stolen or authentic

CHECKED AND SIGNED BY

DATE

A person decides what the receipt is shown to — the machine files, it never speaks to law enforcement on the shop's behalf.