

Charlottesville Police Department

606 E Market St
Charlottesville VA 22902

Phone: (434) 970-3280



Buyer of Precious Metals Dealers Permit Application

(Application for dealers who will engage in buying activities from a fixed location)

Fixed location (occupying space in City of Charlottesville 30 days or greater)

Information: Applicant must have all weighing devices used in business inspected and approved by local or state weights and measures officials and must present written evidence of such approval. A bond or letter of credit for \$10,000 is required. In addition, applicant is fingerprinted as part of the background investigation to determine if a permit should be issued. Therefore, it is important to submit application thirty to sixty days in advance of due date for application.

1. Applicant's Full Name: _____
(Individual conducting buying activities in City of Charlottesville)

2. Aliases: _____

3. SSN: _____ Phone #: (____) _____ Date of Birth: _____

4. Mailing Address: _____

5. Home address: _____

Criminal background:

6. Have you been convicted of a felony within the last seven (7) years? _____

7. Have you been convicted of a crime of moral turpitude within the last seven (7) years? _____

8. Within the past twelve months, preceding this application, have you had a permit for this locality or a permit of similar substance for another jurisdiction revoked? _____

If applicant is someone other than owner of business, please complete the following:

9. Legal name of business: _____

10. Trade name of the business: _____

11. FEIN: _____ Phone #: _____

12. Mailing address of business: _____

13. Location in the City of Charlottesville at which dealer will engage in business:

Upon approval by Charlottesville Police Department, a permit will be issued to conduct business of buying precious metals at the location indicated. A permit may be denied to any applicant who has not or cannot meet or comply with any of the requirements of Code of Charlottesville, Article 2 Chapter 21, relating to precious metals and gems. Permit fee is \$50.00 per calendar year. Application is due on or before March 1 of each year. Please contact Police Department if there are any questions.

Date Approved By

Date Signature of Applicant

**Make check payable to Treasurer of Charlottesville for \$ 50.00.
Return this application with payment to Commissioner of the Revenue, P O Box 9031 Charlottesville VA 22902.**

Charlottesville Police Department

606 E Market St
Charlottesville VA 22902

Phone: (434) 970-3280



Buyer of Precious Metals Dealers Permit Application

(Application for dealers who will be engaging in buying activities from a location other than a fixed and permanent location)

Non-fixed location (occupying space in City of Charlottesville less than 30 days)

Information: Applicant must have all weighing devices used in business inspected and approved by local or state weights and measures officials and must present written evidence of such approval. A bond or letter of credit for \$10,000 is required. In addition, applicant is fingerprinted as part of the background investigation to determine if a permit should be issued. Therefore, it is important to submit application thirty to sixty days in advance of the date you wish to conduct business in the City of Charlottesville.

1. Applicant's Full Name: _____
(Individual conducting buying activities in City of Charlottesville)

2. Aliases: _____

3. SSN: _____ Phone #: (____) _____ Date of Birth: _____

4. Mailing Address: _____

5. Home address _____

Criminal background:

6. Have you been convicted of a felony within the last seven (7) years? _____

7. Have you been convicted of a crime of moral turpitude within the last seven (7) years? _____

8. Within the past twelve months, preceding this application, have you had a permit for this locality or a permit of similar substance for another jurisdiction revoked? _____

If applicant is someone other than owner of business, please complete the following:

9. Legal name of business: _____

10. Trade name of the business: _____

11. FEIN: _____ Phone #: _____

12. Mailing address of business: _____

13. Location in the City of Charlottesville at which dealer will engage in the activity of purchasing precious metals for less than thirty days: _____

14. Number of days at this location: _____

Upon approval by Charlottesville Police Department, a permit will be issued to conduct business of buying precious metals at the location indicated. After business has concluded at this location, a new application will be required before dealer may re-start business at this location or at another location in the City of Charlottesville. Permit fee is \$200.00 (non-pro-ratable) per application. Please contact Police Department if there are any questions.

Date

Signature of Applicant

Date

Approved By

**Make check payable to Treasurer of Charlottesville for \$200.
Return application with payment to Commissioner of the Revenue, P O Box 9031 Charlottesville VA 22902.**

CITY OF CHARLOTTESVILLE POLICE DEPARTMENT

PRECIOUS METALS DEALERS RECORDS

DATE: _____

TIME: _____

City of Charlottesville
Code Section 21-23. Records, copies of Bills of Sales required,

Every dealer shall maintain adequate records to reflect the following information which shall appear on bills of sale, the form of which shall be provided by the Chief of Police, one copy of which is to be retained by the dealer, original copy to be delivered during regular city work hours to the Chief of Police at his office within twenty-four (24) hours of the sale, and one copy to be delivered to the seller of such precious metals or gems. If the purchase or loan occurs during a weekend, then the delivery to the Chief of Police shall be made no later than 10:00 A.M. of the next regular city work day. The required information is as follows:

1. The name of the dealer and his employer or principal, if any.

2. The name, address and age of the seller. Specify type of ID used.

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____ TYPE OF ID USED: _____

SEX: _____ RACE: _____ DRIVER'S LICENSE #: _____

SOCIAL SECURITY # _____

3. A complete description of each item purchased, including weight of the precious metals or gems purchased by the dealer, such description to include all names, initials, serial numbers, or other identifying marks or monograms appearing on the item in question.

Price paid: _____ DWT: _____

