

# PRECIOUS METALS AND GEMS DEALER PERMIT

## Applicant Instructions

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Please use the following checklist when applying for or renewing your permit:

*The following is what you are required to submit when applying for, or renewing, your Precious Metals and Gems Dealer Permit:*

- Submit a completed and notarized application to the Accomack County Sheriff's Office located at 23323 Wise Court – Accomack, Virginia 23301 (must present a valid photo I.D. with application).
- Submit a completed and notarized Background Investigation Authorization form.
- Submit a \$200.00 fee (non-refundable), payable to "Treasurer, Accomack County".
- Upon receipt of your application, a criminal background investigation will be completed in accordance with the Code of Virginia. All applicants are required to be fingerprinted.
- Submit written evidence from local or state weights and measures officials approving all weighing devices used by the applicant.
- Submit a copy of a surety bond in the amount of \$10,000, or provide a letter of credit issued for the same amount "in favor of the Commonwealth".

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**If your Precious Metals and Gems Dealer Permit is approved, the following regulations apply, in accordance to Code of Virginia 54.1-4100 through 54.1-4111:**

- Dealer shall conduct business only from the location specified on the application.
  - Dealer shall obtain a statement of ownership from the seller.
  - Dealer shall not purchase precious metals or gems from any seller who is under the age of 18.
  - Dealer shall not purchase precious metals or gems from any seller believed not to be the owner of such items, unless seller has written and duly authenticated authorization from the owner permitting the sale.
  - Dealer shall verify the identity of the seller by the exhibition of a government-issued ID card with a photograph along with at least one other corroborating means of ID.
  - Dealer shall maintain an accurate and legible record of every purchase of precious metals or gems which shall be retained for at least 24 months containing the following:
    - This information shall appear on each bill of sale**
      - Complete description of all precious metals or gems purchased, to include any names, initials, social security numbers, identifying marks and monograms.
      - The true weight or carat of any gem purchased
      - The price paid for each item
      - The date, time and place of receipt that the item(s) was purchased.
      - The full name, residence address, work place, home and work telephone numbers, date of birth, sex, race, height, weight, hair and eye color and other identifying marks.
  - A copy of each bill of sale shall be mailed or delivered within 24 hours of the time of purchase, to the chief law enforcement officer of the locality in which the purchase was made (may be emailed or faxed).
  - Dealer shall retain purchases for a minimum of 10 calendar days from the date on which a copy of the bill of sale is received by the chief law enforcement officer. During that time, dealer shall not sell, alter or dispose of the item or remove the item from the city, county or town where the purchase was made.
  - Dealer shall maintain for at least 24 months, an accurate and legible record of the name and address of the person, firm or corporation to which he sells any precious metal or gem, after the 10 day waiting period.
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# ACCOMACK COUNTY SHERIFF'S OFFICE

## APPLICATION FOR PRECIOUS METALS AND GEMS DEALER PERMIT

### Non-Transferable

Application Fee - \$200 (NON-REFUNDABLE)

(New \_\_\_\_ Renewal \_\_\_\_)

Checks: Payable to "County of Accomack"

**PERMIT IS VALID FOR ONE YEAR FROM DATE OF ISSUE**

(Please type or print application)

Applicant's Full Legal Name: \_\_\_\_\_  
Last First Middle

Any Aliases: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Mailing Address City State Zip Code

Home Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_ Race: \_\_\_\_ Sex: \_\_\_\_ Social Security Number: \_\_\_\_\_

Applicant's Employer: \_\_\_\_\_ Business Name (if different) \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street Address City State Zip Code

Mailing Address: (if different) \_\_\_\_\_  
City State Zip Code

Employer's Telephone Number: \_\_\_\_\_

**Please furnish information on any criminal charges that you have received as a juvenile or adult in the past seven (7) years. (If more space is needed, attach a separate sheet):**

Date	Criminal Charge	Jurisdiction	Conviction	
_____	_____	_____	Yes ____	No ____
_____	_____	_____	Yes ____	No ____
_____	_____	_____	Yes ____	No ____
_____	_____	_____	Yes ____	No ____
_____	_____	_____	Yes ____	No ____

**I have received a copy of the Code of Virginia sections 54.1-4100 through 54.1-4111 relating to the regulation of Dealers in Precious Metals and Gems, and further understand that it is my responsibility to familiarize myself with those codes.**

**I, the undersigned, hereby certify that there are no willful misrepresentations or falsifications made in any of the above information. I am aware that should investigation disclose any such misrepresentations or falsifications, my application will be rejected. In addition, the willful making of a false statement in this application constitutes perjury and is punishable in accordance with § 18.2-434 of the Code of Virginia.**

\_\_\_\_\_  
Applicant's Signature (sign before Notary Public) Date

This day, \_\_\_\_\_ personally appeared before me and acknowledged his/her signature to the above statement.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# ACCOMACK COUNTY SHERIFF'S OFFICE

## Background Investigation Authorization

I authorize the Accomack County Sheriff's Office to perform a background investigation in connection with my application for a **Precious Metals and Gems Dealer Permit**. This investigation may include the retrieval of such information as to any criminal offenses, traffic offenses and any other records deemed appropriate for determining my suitability for the above stated permit. A reproduction of this authorization form will be valid as an original hereof and shall expire 12 months from the date of its acknowledgement.

I authorize the release of any information that the Accomack County Sheriff's Office may request and hereby release the sources of such information from any and all liability or damages which may result from furnishing the information requested. I further understand that the sources of information, as well as the information itself, cannot be revealed to me.

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Printed Name

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Signature (Sign before Notary Public)

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Date

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This day, \_\_\_\_\_ personally appeared before me and acknowledged his/her signature to the above statement.

My Commission Expires: \_\_\_\_\_

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Notary Public

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# Code of Virginia

## § 54.1-4100. Definitions.

For the purposes of this chapter, unless the context requires a different meaning:

"Coin" means any piece of gold, silver or other metal fashioned into a prescribed shape, weight and degree of fineness, stamped by authority of a government with certain marks and devices, and having a certain fixed value as money.

"Dealer" means any person, firm, partnership, or corporation engaged in the business of (i) purchasing secondhand precious metals or gems; (ii) removing in any manner precious metals or gems from manufactured articles not then owned by the person, firm, partnership, or corporation; or (iii) buying, acquiring, or selling precious metals or gems removed from manufactured articles. "Dealer" includes all employers and principals on whose behalf a purchase is made, and any employee or agent who makes any purchase for or on behalf of his employer or principal.

The definition of "dealer" shall not include persons engaged in the following:

1. Purchases of precious metals or gems directly from other dealers, manufacturers, or wholesalers for retail or wholesale inventories, provided that the selling dealer has complied with the provisions of this chapter.
2. Purchases of precious metals or gems from a qualified fiduciary who is disposing of the assets of an estate being administered by the fiduciary.
3. Acceptance by a retail merchant of trade-in merchandise previously sold by the retail merchant to the person presenting that merchandise for trade-in.
4. Repairing, restoring or designing jewelry by a retail merchant, if such activities are within his normal course of business.
5. Purchases of precious metals or gems by industrial refiners and manufacturers, insofar as such purchases are made directly from retail merchants, wholesalers, dealers, or by mail originating outside the Commonwealth.
6. Persons regularly engaged in the business of purchasing and processing nonprecious scrap metals which incidentally may contain traces of precious metals recoverable as a by-product.

"Gems" means any item containing precious or semiprecious stones customarily used in jewelry.

"Precious metals" means any item except coins composed in whole or in part of gold, silver, platinum, or platinum alloys.

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## § 54.1-4101. Records to be kept; copy furnished to local authorities.

A. Every dealer shall keep at his place of business an accurate and legible record of each purchase of precious metals or gems. The record of each purchase shall be retained by the dealer for at least twenty-four months and shall set forth the following:

1. A complete description of all precious metals or gems purchased from each seller. The description shall include all names, initials, serial numbers or other identifying marks or monograms on each item purchased, the true weight or carat of any gem, and the price paid for each item;
2. The date, time and place of receiving the items purchased;

3. The full name, residence address, work place, home and work telephone numbers, date of birth, sex, race, height, weight, hair and eye color, and other identifying marks;

4. Verification of the identification by the exhibition of a government-issued identification card such as a driver's license or military identification card. The record shall contain the type of identification exhibited, the issuing agency, and the number thereon; and

5. A statement of ownership from the seller.

B. The information required by subdivisions 1 through 3 of subsection A of this section shall appear on each bill of sale for all precious metals and gems purchased by a dealer, and a copy shall be mailed or delivered within twenty-four hours of the time of purchase to the chief law-enforcement officer of the locality in which the purchase was made.

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§ 54.1-4101.1. Officers may examine records or property; warrantless search and seizure authorized.

Every dealer or his employee shall admit to his place of business during regular business hours the chief law-enforcement officer or his designee of the jurisdiction in which the dealer is located or any law-enforcement officer of the state or federal government. The dealer or his employee shall permit the officer to (i) examine all records required by this chapter and any article listed in a record which is believed by the officer to be missing or stolen and (ii) search for and take into possession any article known to him to be missing, or known or believed by him to have been stolen.

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§ 54.1-4102. Credentials and statement of ownership required from seller.

No dealer shall purchase precious metals or gems without first (i) ascertaining the identity of the seller by requiring an identification issued by a governmental agency with a photograph of the seller thereon, and at least one other corroborating means of identification, and (ii) obtaining a statement of ownership from the seller.

The governing body of the locality wherein the dealer conducts his business may determine the contents of the statement of ownership.

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§ 54.1-4103. Prohibited purchases.

A. No dealer shall purchase precious metals or gems from any seller who is under the age of eighteen.

B. No dealer shall purchase precious metals or gems from any seller who the dealer believes or has reason to believe is not the owner of such items, unless the seller has written and duly authenticated authorization from the owner permitting and directing such sale.

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§ 54.1-4104. Dealer to retain purchases.

A. The dealer shall retain all precious metals or gems purchased for a minimum of ten calendar days from the date on which a copy of the bill of sale is received by the chief law-enforcement officer of the locality in which the purchase is made. Until the expiration of this period, the dealer shall not sell, alter, or dispose of a purchased item in whole or in part, or remove it from the county, city, or town in which the purchase was made.

B. If a dealer performs the service of removing precious metals or gems, he shall retain the metals or gems removed and the article from which the removal was made for a period of ten calendar days after receiving such article and precious metals or gems.

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§ 54.1-4105. Record of disposition.

Each dealer shall maintain for at least twenty-four months an accurate and legible record of the name and address of the person, firm, or corporation to which he sells any precious metal or gem in its original form after the waiting period required by § 54.1-4104. This record shall also show the name and address of the seller from whom the dealer purchased the item.

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§ 54.1-4106. Bond or letter of credit required of dealers when permit obtained.

A. Every dealer shall secure a permit as required by § 54.1-4108, and each dealer at the time of obtaining such permit shall enter into a recognizance to the Commonwealth secured by a corporate surety authorized to do business in this Commonwealth, in the penal sum of \$10,000, conditioned upon due observance of the terms of this chapter. In lieu of a bond, a dealer may cause to be issued by a bank authorized to do business in the Commonwealth a letter of credit in favor of the Commonwealth for \$10,000.

B. If any county, city, or town has an ordinance which regulates the purchase and sale of precious metals and gems pursuant to § 54.1-4111, such bond or letter of credit shall be executed in favor of the local governing body.

C. A single bond upon an employer or principal may be written or a single letter of credit issued to cover all employees and all transactions occurring at a single location.

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§ 54.1-4107. Private action on bond or letter of credit.

Any person aggrieved by the misconduct of any dealer which violated the provisions of this chapter may maintain an action for recovery in any court of proper jurisdiction against the dealer and his surety. Recovery against the surety shall be only for that amount of the judgment which is unsatisfied by the dealer.

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§ 54.1-4108. Permit required; method of obtaining permit; no convictions of certain crimes; approval of weighing devices; renewal; permanent location required.

A. No person shall engage in the activities of a dealer as defined in § 54.1-4100 without first obtaining a permit from the chief law-enforcement officer of each county, city, or town in which he proposes to engage in business.

B. To obtain a permit, the dealer shall file with the proper chief law-enforcement officer an application form which includes the dealer's full name, any aliases, address, age, date of birth, sex, and fingerprints; the name, address, and telephone number of the applicant's employer, if any; and the location of the dealer's place of business. Upon filing this application and the payment of a \$200 application fee, the dealer shall be issued a permit by the chief law-enforcement officer or his designee, provided that the applicant has not been convicted of a felony or crime of moral turpitude within seven years prior to the date of application. The permit shall be denied if the applicant has been denied a permit or has had a permit revoked under any ordinance similar in substance to the provisions of this chapter.

C. Before a permit may be issued, the dealer must have all weighing devices used in his business inspected and approved by local or state weights and measures officials and present written evidence of such approval to the proper chief law-enforcement officer.

D. This permit shall be valid for one year from the date issued and may be renewed in the same manner as such permit was initially obtained with an annual permit fee of \$200. No permit shall be transferable.

E. If the business of the dealer is not operated without interruption, with Saturdays, Sundays, and recognized holidays excepted, the dealer shall notify the proper chief law-enforcement officer of all closings and reopenings of such business. The business of a dealer shall be conducted only from the fixed and permanent location specified in his application for a permit.

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§ 54.1-4109. Exemptions from chapter.

A. The chief law-enforcement officer of a county, city or town, or his designee, may waive by written notice implementation of any one or more of the provisions of this chapter, except § 54.1-4103, for particular numismatic, gem, or antique exhibitions or craft shows sponsored by nonprofit organizations, provided that the purpose of the exhibitions is nonprofit in nature, notwithstanding the fact that there may be casual purchases and trades made at such exhibitions.

B. Neither the provisions of this chapter nor any local ordinances dealing with the subject matter of this chapter shall apply to the sale or purchase of coins.

C. Neither the provisions of this chapter nor any local ordinance dealing with the subject matter of this chapter shall apply to any bank, branch thereof, trust company or bank holding company, or any wholly owned subsidiary thereof, engaged in buying and selling gold and silver bullion.

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§ 54.1-4110. Penalties; first and subsequent offenses.

A. Any person convicted of violating any of the provisions of this chapter shall be guilty of a Class 2 misdemeanor for the first offense. Upon conviction of any subsequent offense he shall be guilty of a Class 1 misdemeanor.

B. Upon the first conviction of a dealer for violation of any provision of this chapter, the chief law-enforcement officer may revoke the dealer's permit for one full year from the date the conviction becomes final. Such revocation shall be mandatory upon a second conviction.

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§ 54.1-4111. Local ordinances.

Nothing in this chapter shall prevent any county, city, or town in this Commonwealth from enacting an ordinance regulating dealers in precious metals and gems which parallels this chapter, or which imposes terms, conditions, and fees that are stricter, more comprehensive, or larger than those imposed by this chapter. In any event, the terms, conditions, and fees imposed by this chapter shall constitute minimum requirements in any local ordinance. Any fee in excess of the one specified in § 54.1-4108 shall be reasonably related to the cost of enforcement of such local ordinance.