

Registration Procedures for Precious Metals Dealers

No person shall engage in business as a dealer in precious metals until they have registered as a dealer for each separate place of business within the City of Hinesville. No person is eligible to register as a dealer in precious metals if any employee or owner has been convicted of a felony within the last ten (10) years. Dealers in precious metals must be exclusively located and operated on property owned or leased in the term of at least one year. Each dealer is required to notify the City of Hinesville of any changes of address or ownership within seven (7) calendar days.

- **Completely** fill out a registration form. All documents must be signed and notarized.
- All owners and employees must complete a background check consent form. Make copies if needed. All consent forms require a picture ID. The background check fee is \$20 per person and must be paid along with the request for authorization.
- Return completed registration and supporting documentation to the Business License Department for review.
- Registration will be processed through the Hinesville Police Department for approval.
- Upon approval by the Hinesville Police Department, a new business license certificate will be issued indicating authorization as a registered precious metals dealer in the City of Hinesville.
- A new registration is required for any changes in ownership, employees, or location during the calendar year or during the annual renewal process.
- During the annual business license renewal process, registered dealers must complete an affidavit attesting that there are no changes to the original registration and that they wish to continue to operate as a precious metals dealer in the City of Hinesville.



PRECIOUS METALS DEALER REGISTRATION

REGISTRATION MUST BE COMPLETED, SIGNED, AND NOTARIZED.

NAME OF BUSINESS: _____

LOCATION OF ABOVE BUSINESS: _____

MAILING ADDRESS: _____

BUSINESS PHONE NUMBER: _____ FEDERAL TAX NUMBER (FEIN): _____

STATE TAX ID NUMBER: _____ STATE SALES TAX ID NUMBER: _____

DESCRIBE THE NATURE OF BUSINESS: _____

OWNER OF BUSINESS: _____

OWNER'S HOME ADDRESS: _____

(corporations or partnerships must list all names & addresses of owners or officers- **use a separate sheet if necessary**)

BIRTH DATE: _____ HOME PHONE: _____

LIST OF EMPLOYEES: (All employees must consent to a background check)

NAME	ADDRESS	BIRTH DATE

(use a separate sheet if necessary)

IMPORTANT - PLEASE READ CAREFULLY

All owners and employees must consent to a background check to ensure compliance with the City of Hinesville Ordinance. Establishments of dealers in precious metals must be located and operated on property owned or leased in the term of which must be in excess of one year. Dealers are required to notify the City within seven (7) days of any change of address. Dealers must adhere to all reporting requirements as prescribed in the City of Hinesville Code Book of Ordinances. The undersigned on Oath has sworn and affirmed that the information given is true and correct.

THIS _____ DAY OF _____, 20_____

(AUTHORIZED SIGNATURE)

Sworn to and subscribed before me this _____ day of _____, 20_____

STATE OF: _____ COUNTY OF: _____ CITY OF: _____

NOTARY STAMP OR SEAL

NOTARY PUBLIC

FOR OFFICE USE ONLY

ZONING DEPT () APPROVED () DISAPPROVED BY _____ DATE _____

ZONED _____

POLICE DEPT () APPROVED () DISAPPROVED BY _____ DATE _____

CONSENT FORM

I hereby authorize the Hinesville Police Department and the City of Hinesville Business License Department to receive any Criminal or Driver's History record information pertaining to me which may be in the files of any State or Local Criminal Justice Agency in Georgia.

FULL NAME PRINTED

ADDRESS

CITY

STATE

ZIP CODE

SEX

RACE

DOB (MO/DAY/YEAR)

SSN

SIGNATURE

DATE

SEAL

NOTARY PUBLIC

COMMISSION EXPIRES

FEE FOR CRIMINAL HISTORY CHECK: \$20.00 PER PERSON OR PER CORPORATION MEMBER (MAKE COPIES IF NEEDED)

HOW PAID	X	AMOUNT
Check		
Cash		
Money Order		
Cashier's Check		

RECEIVED BY: _____

DATE: _____