

CITY OF OXFORD

Precious Metal Permit Process

Effective October 1, 2009 North Carolina legislators amended North Carolina general statutes 66-164 and 66-165 relating to the purchase of precious metals. Beginning October 1, 2009 any person engaging in the business of purchasing precious metals must obtain a precious metal permit. Precious metal dealers licensed prior to October 1, 2009 must comply with the ratified bill beginning January 1, 2010.

The below listed work sheet only serves as a quick reference guide to these statutes. Precious Metal dealers should review and follow all N.C. Legislative laws regarding precious metal regulations. These laws may be found online.

Compliance with the Precious Metals Law is the responsibility of the business owner. Each business is advised to consult with their attorney to ensure that they are meeting the requirements of the statute. Information provided here is only intended as a guide.

Precious Metal Dealers

A precious metal dealer is defined as a person who purchases precious metals from the public, other than by an exempted transaction, in the form of jewelry, flatware, silver services, or other forms and holds himself or herself out to the public by signs, advertising, or other methods as engaging in such purchases, including any independent contractor purchasing precious metals under any arrangement in any department store. If you purchase any precious metals you must have a permit with the exception of purchases of coins, medals, medallions, tokens, numismatic items, art ingots, or art bars. Businesses that primarily conduct transactions such as coins, non-precious metal jewelry, antiques, tools, electronic equipment etc. that are not related to the purchase of precious metals must still maintain a precious metals permit if they purchase non-exempt precious metals.

The law does not apply to Pawn Shops which are governed by North Carolina General Statute 91A.

Precious Metals

Precious metals are defined as gold, silver, platinum and palladium.

Owner Requirements

Each owner /dealer, co-owner, and stockholder who owns 10% or more of a business that purchases precious metals must complete the precious metal permit application packet to include:

- Recent photograph of applicant (labeled with applicant name and date photograph was taken)
- A full set of fingerprints of the applicant. (Applicants may be fingerprinted at the Granville County Sheriffs Office 143 Williamsboro St. Oxford, N.C.)
- Complete application form for owners and form for co-owners
- Complete the Consent to Criminal History Check form
- Permit applications must be notarized or completed under oath
- Individual permits are required for each location where business is conducted
- There is a 30-day waiting period before permits are issued. (Permit renewals do not require the 30-day waiting period)
- Permits are valid for 12 months
- Cost of each permit is \$180.00, payable to the City of Oxford
- Certified Check or Money Order for each owner/co-owner in the amount of \$38.00 made payable to the City of Oxford. (NCSBI State/National Criminal History Check Fee)

Employee Requirements

Every employee engaged in the purchase of precious metals must, within 2 days of employment, complete an employee registration process packet for the issuance of a permit. The application packet must include:

- Recent photograph of applicant (labeled with applicant name and date photograph was taken)
- A full set of fingerprints of the applicant. (Applicants may be fingerprinted at the Granville County Sheriffs Office 143 Williamsboro St. Oxford, N.C.)
- Completed employee registration form
- Consent to Criminal History Check form
- Cost of Employee permit is \$10.00 for the first year, payable to the City of Oxford
- The annual renewal fee for each employee is \$3.00
- Certified Check or Money Order for each owner/co-owner in the amount of \$38.00 made payable to the City of Oxford. (NCSBI State/National Criminal History Check Fee)

Business Privilege License

Precious metal dealers must also obtain a business privilege license. Business privilege licenses authorizes the permittee to conduct any business, trade, profession, occupation or selling of goods within the City of Oxford corporate limits.

- Privilege license are issued through the City of Oxford's Finance Department and are valid from July 1 to June 30 of each year.
- Privilege license must be renewed each year (July 1)
- Business privilege license information is available at:

City of Oxford
300 Williamsboro St.
Oxford, North Carolina 27565

Record Keeping Requirements

- See law North Carolina General Statute 66-169
- Records of purchases must be turned into the Oxford Police Department Criminal Investigations Division within 48 hours of the purchase. This information must be either **faxed** to: 919-693-7990 or **typed** and dropped off or mailed to:

City of Oxford Police Department
PO Box 1186
204 E. McClanahan St.
Oxford, North Carolina 27565

Attention: Criminal Investigations

A valid description shall include each of the following applicable and available items of information: the manufacturer's name, the model, the model number; the serial number, and any engraved numbers or initials found on the items; the date of the transaction; the name, sex, race, address, telephone number and driver's license number of the person selling the items purchased; and the signature of both the dealer or registered employee and the seller. In the event that the seller cannot furnish valid, unexpired photographic identification in the form of a driver's license, state issued identification card, passport, or military identification card; the dealer shall require two forms of positive identification. A date of birth is also required by Oxford Police Department.

Items Not to Be Modified

All purchases must be maintained for a period of 7 days in the original condition on the licensed premises or other location specified in the permit application.

Miscellaneous

Upon completion of all requirements of the application process, the completed packet can be delivered or mailed to:

Oxford Police Department
PO Box 1186
204 E. McClanahan St.
Oxford, North Carolina 27565

The Oxford Police Department will be responsible for reviewing the Precious Metals Packet, Requesting Criminal Histories from the SBI, Maintaining records as required in NCGS 66-164,165, and notifying the City of Oxford Finance Department of compliance for the purpose of obtaining a Business Privilege License.

Attention: Criminal Investigation Division

The requirements of photographs may be met by the submission of any type of photo as long as it accurately resembles the applicant. (i.e. Polaroid, printed digital etc.) Please label the photograph with the name of the applicant and the date it was taken). The requirements of fingerprints may be met by visiting the Granville County Sheriffs' Office located at:

143 Williamsboro Street
Oxford, NC 27565-3347
(919) 693-3213

Fingerprints may be obtained Monday - Friday from 10:00 am to 4:00 pm and the fee is \$10.00.

Out of town applicants may inquire at their local law enforcement agency for assistance with fingerprints and photographs.