



LICENSE APPLICATION FOR – **PRECIOUS METALS DEALER** MUNICIPAL CODE SECTION – **4-44**

DEFINITION:

Precious Metals Dealer refers to any person who claims to the public to be a purchaser of precious metals, or who in doing business engages in purchasing, trading, or offering by consignment silver, gold or other precious metals.

GENERAL INSTRUCTIONS:

1. Print legibly and complete all sections to ensure efficient processing.
2. Assemble all required information and materials before filing application.
3. Thoroughly review all applicable Municipal Code Sections listed above.
4. Licenses expire January 31.
5. Add 10% to license fee for renewal after January 31.
6. Application processing fee payable to City of South Bend is due with the application.
7. License fee payable to City of South Bend due at issuance - \$75.00.
8. Report daily transaction to the SBPD in electronic form. The SBPD utilizes LeadsOnline as the sole means to electronically accept these daily transaction reports. Go to www.leadsonline.com to register your business.

APPLICATION PROCESS:

1. Submit application with \$5.00 processing fee.
2. Police background check of applicant.
3. License issued upon approval and payment of the license fee.
4. Precious Metals Reports and Records to be filed and maintained per Municipal Code Section 4-44.

NOTE – IN ADDITION TO THE ABOVE, PRECIOUS METAL DEALERS MUST REGISTER WITH THE SECRETARY OF STATE'S OFFICE

As of January 1, 2014, all precious metal dealers, commonly referred to as cash for gold, are required to *register as a dealer* annually with both the Indiana Secretary of State's office and local law enforcement (The Department of Community Investment Business Licensing processes the local registry on behalf of the law enforcement). Precious metal dealers can register online with the Secretary of State's office at <https://secure.in.gov/apps/sos/precious/>.

Be aware, this registration is to do business as a precious metal dealer in Indiana. You must separately *register as a business* in the State of Indiana with the Indiana Secretary of State's office as well. Businesses can register online with the Secretary of State's office at <https://inbiz.in.gov/BOS/Home/Index>.

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I. APPLICATION TYPE Check One: **New** _____ **Renewal** _____

II. BUSINESS DATA

A. Business Name: _____

B. Business Address: _____

City: _____ State: _____ Zip: _____

C. Mailing Address (If different from above): _____

City: _____ State: _____ Zip: _____

D. Business Telephone Number: _____

E. Business Fax Number: _____

F. E-Mail Address: _____

G. Types of goods, wares, or merchandise to be sold: _____

H. Have you registered the business with LeadsOnline? Yes _____ No _____

III. APPLICANT'S PERSONAL DATA

A. Applicant's Legal Name: _____

B. Residential Address: _____

City: _____ State: _____ Zip: _____

C. Residential Telephone Number: _____

D. Cellphone Number: _____

E. Social Security Number: _____ F. Gender: _____

G. Date of Birth: _____ H. Race: _____

I. Position with the Business: _____

For Office Use Only

Application Filed _____ Building Dept. Approval _____

Application Fee Paid _____ Police Dept. Approval _____

Sent to Dept. _____ License Fee Paid _____

License Number _____

Not Approved _____

Reason _____

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IV. OWNER’S PERSONAL DATA

- A. Owner’s Legal Name: _____
B. Residential Address: _____
City: _____ State: _____ Zip: _____
C. Residential Telephone Number: _____
D. Cellphone Number: _____
E. Social Security Number: _____ F. Gender: _____
G. Date of Birth: _____ H. Race: _____

V. INCLUDE \$5.00 PROCESSING FEE WITH APPLICATION

VI. AFFIRMATION

I, hereby, certify and affirm that all of the information I have given in this application is true and accurate to the best of my knowledge. I further certify that I have in no way attempted to mislead the City in this application by omitting facts known to me. I have read and understand the regulations of the Precious Metals Dealer license found in the City of South Bend Municipal Code, Section 4-44.

Signature

Date