

# Southern Pines Police Department

## Application for a License as a Precious Metal Dealer & Certificate of Compliance for Employee Registration Application

### TYPE OF APPLICATION

- Application for a License as a Precious Metal Dealer (Complete Section 1)
  - Initial Application
  - Annual Renewal (Must be filed within 30 days of expiration)
- Application for a License as a Precious Metal Dealer - Special Occasion Permit - (Complete Section 2)
  - Initial Application
  - Annual Renewal (Must be filed within 30 days of expiration)
- Application for Certificate of Compliance for Employee Registration - (Complete Section 3)  
(Must be completed within two (2) days of employment)

### SECTION 1 - Application for Business License as a Precious Metal Dealer

The Southern Pines Police Department will review, process and, if appropriate, authorize the issuance of a License as a Precious Metal Dealer to conduct business in the Town of Southern Pines. For the Southern Pines Police Department to process your application please submit the following:

- This completed application
- North Carolina CC & PS Precious Metals Form 1 (Application Form) MUST BE NOTARIZED
- North Carolina CC & PS Precious Metals Form 2, if applicable (Supplementary Information)  
MUST BE NOTARIZED
- North Carolina CC & PS Precious Metals Form 7 (Surety Bond)
- Photocopy of driver license
- Two (2) recent passport-sized photographs (The Southern Pines Police Department will not provide photographs)
- A certified copy from the Clerk of Courts of any felony convictions
- A certified copy from the Clerk of Courts of any other convictions within the past five (5) years
- A complete set of Fingerprints (The Southern Pines Police Department will take fingerprints on request. There is a separate fee of \$5.00 for this service)
- SBI Authority for Release of Information Form

In addition to standard fees and charges, the following, non-refundable fees for police department services are due to the Town of Southern Pines prior to the issuance of a License (NOTE: All fees are set by North Carolina General Statute and cannot be waived by the Town of Southern Pines):

1. Application/Annual Fee - \$180.00

The applicant will be provided with F807C - *Summary of License Fees* which must be submitted with payment to the Town of Southern Pines Finance Department, 180 SW Broad Street. A receipt must be returned to the police department.

NOTE: If the applicant for a Dealer Permit is a partnership or association, all persons owning a ten percent (10%) or more interest in the partnership or association must furnish the above information. If the applicant for a Dealer Permit is a corporation, each officer, director and stockholder owning ten percent (10%) or more of the corporation's stock, of any class, must furnish the above information. THERE IS A THIRTY (30) DAY WAITING PERIOD FROM THE TIME OF APPLICATION TO THE ISSUANCE OF THE DEALER PERMIT.

**Applicant Information**

Name:  Phone #:

Street Address:

Relationship to Business (i.e. Owner, Operator, Driver, etc.):

**Business Information**

Business Name:

Street Address (not PO Box):

Telephone: Day:  After Hours:

Owner's Name:

Owner's Address:

Owner's Home Phone:

Is this location a mobile home, trailer, camper, other vehicle or a structure not permanently affixed to the ground?  
 Yes  No

Is this location a room customarily used for lodging in any hotel, motel, tourist court or tourist home as defined in NCGS 105-61?  
 Yes  No

**Certification & Release**

**Certification**

As the applicant for a Dealer Permit under Chapter 66 of the North Carolina General Statutes, by signing this application I hereby certify that I am aware of the provisions of the General Statutes and agree to abide by all provisions stated therein. I understand that, if issued, the Dealer Permit is valid for the issued location only, that it is valid for a period of twelve (12) months and can be suspended or revoked. I agree to post the Dealer Permit in a prominent place.

**Release**

I am submitting the application as defined above. I agree to allow a background investigation, including a criminal history check, to be made for purposes of processing my application and I certify that the information contained herein and in the application and supporting documents (if any) is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Name - PRINTED

\_\_\_\_\_  
Signature (In the presence of Police Dept. Personnel)

\_\_\_\_\_  
Witness (Police Department)

\_\_\_\_\_  
Date of Release

**SECTION 2 - Application for a License as a Precious Metal Dealer - Special Occasion Permit**

The Southern Pines Police Department will review, process and, if appropriate, authorize the issuance of a License as a Precious Metal Dealer - Special Occasion Permit to conduct business in the Town of Southern Pines. For the Southern Pines Police Department to process your application please submit the following:

- This completed application
- North Carolina CC & PS Precious Metals Form 1 (Application Form) **MUST BE NOTARIZED**
- North Carolina CC & PS Precious Metals Form 2, if applicable (Supplementary Information) **MUST BE NOTARIZED**
- North Carolina CC & PS Precious Metals Form 7 (Surety Bond)
- A copy of any Precious Metal Dealer Permit(s) issued to you or your business
- Photocopy of driver license
- Two (2) recent passport-sized photographs (The Southern Pines Police Department will not provide photographs)
- A certified copy from the Clerk of Courts of any felony convictions
- A certified copy from the Clerk of Courts of any other convictions within the past five (5) years
- A complete set of Fingerprints (The Southern Pines Police Department will take fingerprints on request. There is a separate fee of \$5.00 for this service)
- SBI Authority for Release of Information Form

In addition to standard fees and charges, the following, non-refundable fees for police department services are due to the Town of Southern Pines prior to the issuance of a License (NOTE: All fees are set by North Carolina General Statute and cannot be waived by the Town of Southern Pines):

1. Application/Annual Fee - \$180.00

The applicant will be provided with F807C - *Summary of License Fees* which must be submitted with payment to the Town of Southern Pines Finance Department, 180 SW Broad Street. A receipt must be returned to the police department.

NOTE: If the applicant for a Special Occasion Permit is a partnership or association, all persons owning a ten percent (10%) or more interest in the partnership or association must furnish the above information. If the applicant for a Special Occasion Permit is a corporation, each officer, director and stockholder owning ten percent (10%) or more of the corporation's stock, of any class, must furnish the above information. **THERE IS A THIRTY (30) DAY WAITING PERIOD FROM THE TIME OF APPLICATION TO THE ISSUANCE OF THE SPECIAL OCCASION PERMIT.**

**Applicant Information**

Name:  Phone #:

Street Address:

Relationship to Business (i.e. Owner, Operator, Driver, etc.):

**Business Information**

Business Name:

Street Address (not PO Box):

Telephone: Day:  After Hours:

Owner's Name:

Owner's Address:

Owner's Home Phone:

Is this location a mobile home, trailer, camper, other vehicle or a structure not permanently affixed to the ground?  
 Yes  No

Is this location a room customarily used for lodging in any hotel, motel, tourist court or tourist home as defined in NCGS 105-61?  
 Yes  No

**Certification & Release**

**Certification**

As the applicant for a Dealer Permit under Chapter 66 of the North Carolina General Statutes, by signing this application I hereby certify that I am aware of the provisions of the General Statutes and agree to abide by all provisions stated therein. I understand that, if issued, the Dealer Permit is valid for the issued location only, that it is valid for a period of twelve (12) months and can be suspended or revoked. I agree to post the Dealer Permit in a prominent place.

**Release**

I am submitting the application as defined above. I agree to allow a background investigation, including a criminal history check, to be made for purposes of processing my application and I certify that the information contained herein and in the application and supporting documents (if any) is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Name - PRINTED

\_\_\_\_\_  
Signature (In the presence of Police Dept. Personnel)

\_\_\_\_\_  
Witness (Police Department)

\_\_\_\_\_  
Date of Release

**SECTION 3 - Employee Registration**

The Southern Pines Police Department will review, process and, if appropriate, issue a Certificate of Compliance for Employee Registration. For the Southern Pines Police Department to process the application, each employee must appear IN PERSON at the Southern Pines Police Department and have a photograph taken. Additionally, you (applicant) must submit the following for each employee (NOTE: If more than four (4) employees, add additional sheets):

- This completed application
- North Carolina CC & PS Precious Metals Form 3 (Employee Registration Form) MUST BE NOTARIZED
- Photocopy of government issued identification card (Driver License, Passport, Military ID, etc.)
- SBI Authority for Release of Information Form

In addition to standard fees and charges, the following, non-refundable fees for police department services are due to the Town of Southern Pines prior to the issuance of a License (NOTE: All fees are set by North Carolina General Statute, Town Code or other regulations and cannot be waived by the Town of Southern Pines):

1. Application Fee - \$10.00 (per employee) NOTE: The annual renewal fee is \$3.00
2. Fingerprinting Fee - \$ 5.00 (per employee)
3. SBI Fingerprint Processing Fee - \$38.00 (per employee)

The applicant will be provided with F807C - *Summary of License Fees* which must be submitted with payment to the Town of Southern Pines Finance Department, 180 SW Broad Street. A receipt must be returned to the police department.

**Employer Information**

Business Name:

Street Address (not PO Box)::

Telephone: Day:  After Hours:

Permit Issued to Business on: (Date)

**Employee #1**

Business Name:

Address:

DOB:  OLN/State  Class:

**Employee #2**

Business Name:

Address:

DOB:  OLN/State  Class:

**Employee #3**

Business Name:

Address:

DOB:  OLN/State  Class:

**Employee #4**

Business Name:

Address:

DOB:  OLN/State  Class:

**FOR DEPARTMENT USE ONLY**

Date Application received:  By:

NOTE: All applications are to be forwarded to the Office of the Chief of Police

Accepted  Returned  Deficiency:

**Comments:**