

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF BERKS  
OFFICE OF THE SHERIFF

**Business Application for Annual License as a Dealer in  
Precious Metals**

APPLICANT'S FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DRIVER'S LICENSE# \_\_\_\_\_ STATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE# \_\_\_\_\_ CELLULAR# \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

IF PENNSYLVANIA CORPORATION, DATE OF INCORPORATION: \_\_\_\_\_

IF FOREIGN CORPORATION, DATE OF REGISTRATION IN PA: \_\_\_\_\_

AND NAME OF STATE IN WHICH INCORPORATED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAMES AND ALIASES OF PARTNERS OR OFFICERS AND BOARD MEMBERS:  
(separate page is acceptable)

	NAME	ADDRESS	DOB	SEX	SS#	TITLE
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

HAVE ANY OF THE ABOVE NAMED PARTNERS, CORPORATE OFFICERS, OR  
MEMBERS OF THE CORPORATION'S BOARD OF DIRECTORS EVER BEEN  
INDICTED OR CONVICTED OF A CRIME IN THIS COMMONWEALTH OR  
ELSEWHERE?      YES    NO

IF YES, GIVE NAME AND DETAILS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE ANY OF THE ABOVE NAMED PARTNERS, CORPORATE OFFICERS OR MEMBERS OF THE CORPORATION'S BOARD OF DIRECTORS EVER HAD AN APPLICATION FOR A PRECIOUS METALS DEALER LICENSE SUSPENDED, CANCELLED OR REVOKED BY ANY FEDERAL, STATE, OR MUNICIPAL AUTHORITY?                YES    NO

IF YES, GIVE NAME AND DETAILS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF OFFICE MANAGER: \_\_\_\_\_ PHONE # \_\_\_\_\_

SIGNATURES OF PARTNERS OR OFFICERS:

(1) \_\_\_\_\_ DATE: \_\_\_\_\_  
(2) \_\_\_\_\_ DATE: \_\_\_\_\_  
(3) \_\_\_\_\_ DATE: \_\_\_\_\_  
(4) \_\_\_\_\_ DATE: \_\_\_\_\_

\*For out of State or out of County applicants. The items purchased are required to be located and available for inspection for five (5) business days after the last day of the sale. The representative must call the Sheriff's Office with their contact information to comply with this requirement. These fields are required:

\*LOCATION OF SALE: \_\_\_\_\_

\*DATE(S) OF SALE: \_\_\_\_\_

\*CONTACT NAME AND PHONE# \_\_\_\_\_

\*COPY OF CONTACT'S DRIVER'S LICENSE MUST BE ATTACHED TO THE APPLICATION

- HAVE YOU EVER HAD AN APPLICATION FOR A PRECIOUS METALS DEALER OR LICENSE REJECTED, SUSPENDED, CANCELLED, OR REVOKED BY ANY AGENCY?    \_\_\_\_ YES    \_\_\_\_ NO
- HAVE YOU OBTAINED ALL REQUIRED MUNICIPAL PERMITS & \_\_\_\_ LICENSES?    \_\_\_\_ YES    \_\_\_\_ NO
- HAVE YOU OBTAINED A SCALE CERTIFICATION FROM THE DEPT OF AGRICULTURE?    \_\_\_\_ YES    \_\_\_\_ NO

- WILL THE ITEMS BE AVAILABLE FOR INSPECTION 5 DAYS AFTER YOUR PURCHASE?    \_\_\_\_ YES    \_\_\_\_ NO
- HAVE YOU READ AND UNDERSTAND YOUR RESPONSIBILITIES AS A LICENSEE?    \_\_\_\_ YES    \_\_\_\_ NO

I verify the facts set forth in this application are true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of Section 4904 of the PA Crimes Code (18 Pa. C.S. 4904) relating to unsworn falsification to authorities.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION ALONG WITH A \$55.00  
CHECK MADE PAYABLE TO: Mandy P Miller, Sheriff**

**SHERIFF'S OFFICE USE ONLY:**

BACKGROUND CHECK: \_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

## Responsibilities of a Licensee for Precious Metals License

A fee of ~~\$50.00~~ plus \$5.00 for a 12 month license is required and must accompany the application. A money order, cash or cashier's check must be made out to Mandy P Miller, Sheriff.

Customer Transactions will be electronically filed utilizing the Southwest Pennsylvania precious metals database found at **[www.papreciousmetals.com](http://www.papreciousmetals.com)**.

Please contact the Sheriff's office to be enrolled into the new system.

### 1. Electronic Filing Requirement's

All precious metals transactions will be filed electronically using the following website:

**[www.papreciousmetals.com](http://www.papreciousmetals.com)**

- A. Valid Driver's License or passport photograph AND Driver's License number with issuing entity;
- B. Name, age, address of seller and A detailed and accurate description of property purchased, to include Brand Name and make;
- C. A Copy of each record to the District Attorney shall be uploaded into the electronic filing system found at **[www.papreciousmetals.com](http://www.papreciousmetals.com)**;
- D. Each piece of merchandise will be photographed separately and uploaded into the electronic form; however, if an item is part of a set such as earrings or cuff links, they can be photographed together and electronically filed
- E. A photograph of the seller OR seller government issued Driver's License or Passport shall be electronically filed and uploaded into the appropriate data field.

### 2 Dealers Retention of Precious Metals and Availability for Inspection

- A. Records to be maintained by dealer for one (1) year and be available for inspection;
- B. Precious Metals to be retained for five (5) full working days after report;
- C. Out of State/County dealers are required to keep purchased items in the county for the required period and will be required to use the electronic filing system. ALL transactions will be required to use the approved electronic filing system found at **[www.papreciousmetals.com](http://www.papreciousmetals.com)**;
- D. Precious Metals to be available for inspection by law enforcement officials of the Federal Government, the Commonwealth or any of its municipalities. No search warrant required.
- E. Law enforcement to give notice when they believe item was stolen;
- F. Each item of precious metal shall be retained within the county where purchased.

### 3 Purchases from Minors

- A. Dealer shall require any minor to produce written authority of a parent, guardian, or person in loco parentis; a copy of the written authority of a parent or guardian shall be electronically filed using the "upload Driver's License / Passport" data field;
- B. Minors to wait three (3) full working days for payment

### 4 Posting of Prices

- A. Pricing for the purchase of precious metals shall be posted by the dealer in compliance with rules and regulations promulgated by the Department of Agriculture;
- B. Prices shall be clearly visible to the public

### 5 Scales & Weighing Devices

- A. Scales and other weighing or measuring devices used by dealers in precious metals shall be in accordance with rules and regulations promulgated by the Department of Agriculture;
- B. Scales shall be certified on an annual basis. The Department of Agriculture Region 4 can be reached by calling 724-443-1585;

- C. If your application does not include a copy of the certification, it will not be processed until it is received by the Sheriff's office.

**6 Inspection by Licensee**

- A. The acceptance of a license by a dealer implies consent to inspections of his, her or its premises by authorized law enforcement.

**7. Penalties**

- A. Any violation of this act shall be a third degree misdemeanor;
- B. Conviction on any violation of this act shall result in revocation of said dealer's license;
- C. Dealer shall be ineligible to reapply for a period of five (5) years.

All questions regarding electronic filing can be directed to [info@papreciousmetals.com](mailto:info@papreciousmetals.com) or by contacting:  
Customer Support@ 724-371-0042  
Monday through Friday, 9:00AM-5:00PM; except Government Holidays