

Application Process Permit to Purchase Precious Metals

North Carolina General Statute 66-407 requires that persons engaging in the purchase of precious metals obtain a permit from local law enforcement. This applies to anyone who engages in the business of purchasing precious metals from the public 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; provided however, that permanently located retail merchants shall be exempted insofar as they make purchases directly from the manufacturer or wholesalers of precious metals for their inventories.

All precious metals dealer, co-owner, and employee applications may be obtained from the Greenville Police Department Records Unit Monday through Friday, 9:00 am until 4:30 pm, with the exception of City observed holidays, or online at www.greenvillenc.gov/government/police/records-permits. All application fees are to be paid at the Greenville Police Department Records Unit located at 500 S. Greene Street by check or credit card. All checks or money orders shall be made payable to the City of Greenville.

All applicants are required to be fingerprinted and photographed by The State of North Carolina and pay a fee in the amount of \$38.00. This fee must be paid by a separate certified check or money order made payable to the City of Greenville. Fingerprinting is only available Tuesday from 9:00 – 11:00 and Thursday from 1:00 pm – 3:00 pm.

Dealer (Owner):

- A non-refundable application fee of \$180.00 is required upon submission.
- A separate application shall be submitted for each location, requiring the payment of individual application fees.
- The dealer must provide proof of execution of a cash or surety bond or establish a trust account with a licensed and insured bank or savings institution located in the State of North Carolina in the sum of ten thousand dollars (\$10,000.00). The surety company must be licensed to do business in the State of North Carolina and verification shall be on a form approved by the Department of Public Safety.

Co-Owner(s)/Partnerships:

- Applications are to be filed in conjunction with the dealer application. A non-refundable application fee of \$180.00 is required upon submission.

Employee:

- Each employee must obtain a Certificate of Compliance from the Greenville Police Department. A non-refundable application fee of \$10.00 is required upon submission. The annual renewal fee is \$3.00.
- The Precious Metals Dealer Permit must be valid and on file prior to the processing of employee applications.

All Applications:

- Once the application is submitted and the applicant is fingerprinted, the fingerprint cards are sent to the North Carolina State Bureau of Investigation for processing. This process could take at least 30 days or longer depending on the State Bureau of Investigation's workload and having a lower priority level. Additionally, North Carolina General Statute 66-407 mandates a 30-day waiting period between the application submission date and the date of issuance.
- When the application process is complete, you will be notified that your permit is ready for pick up.
- Any questions relating to this application process should be directed to the Records Unity at (252) 329-4327.