



CITY OF EVANSVILLE
 CONTROLLER'S OFFICE
 1 NW MLK JR. BLVD, ROOM 300
 EVANSVILLE, IN 47708

-----FOR BPS USE ONLY-----	
Permit Number	_____
Approved By	_____
Date	_____

PRECIOUS METAL DEALER - ITINERANT

(Evansville Municipal Code Chapter 5.35 Precious Metal Dealers)

APPLICATION SUBMISSION

All individuals must obtain a license from the City Controller's Office under the provisions of the Precious Metal Dealers Ordinance of the Evansville Municipal Code 5.35, stating that no person shall act as a secondhand precious metal and gem dealer without obtaining a license.

LICENSE FEE

- \$50.00 / 1st Day**
- \$25.00 / Each Additional Day**

PROCESS:

CONTROLLER'S OFFICE

1. Application
2. State-issued identification (driver's license)
3. \$1,000 Surety Bond (provided by applicant's insurance company)
4. Pay fees
 - a. May be made by cash, check, cashier's check, or money order
 - b. Make check or money order payable to City of Evansville
5. Copy of the background check (provided by EPD)

POLICE DEPARTMENT

1. Application
2. State-issued identification (driver's license)
3. Fees:
 - a. Fingerprinting Fee - \$10.00 (one-time)
 - b. Limited Criminal History Check Fee - 10.00 (each occurrence)
 - c. Make check or money order payable to Evansville Police Department

BOARD OF PUBLIC SAFETY

- Controller's office will provide the application to the Board of Public Safety for approval
- Board of Public Safety meets 2nd and 4th Wednesdays monthly (unless holiday)

CONTROLLER'S OFFICE

- Notify the applicant when the application is approved
- Provide a certificate

EXPIRATION AND RENEWAL OF LICENSE

- Term: Expires on the 31st of December each year
- License must be renewed before the expiration date
- Renewal process requires the submission of a new application and annual fees
- License must be filed for each location
- Precious Metals License does **not allow** Pawnbroking
- Pawnbroker's License allows them to be a Precious Metals Dealer

Should you have any questions, please contact the City Controller's office at 812-436-4919.



CITY OF EVANSVILLE
 CONTROLLER'S OFFICE
 1 NW MLK JR. BLVD, ROOM 300
 EVANSVILLE, IN 47708

-----FOR BPS USE ONLY-----
 Permit Number _____
 Approved By _____
 Date _____

PRECIOUS METAL DEALER - ITINERANT

(Evansville Municipal Code Chapter 5.35 Precious Metal Dealers)

FEE \$50.00 1st Day + \$25.00 Additional Days = _____

PERMIT: BEGINING DATE _____ ENDING DATE _____

OWNER'S FULL NAME _____

LIST ALL PREVIOUS NAMES OR ALIASES _____

OWNER'S ADDRESS _____

CITY, STATE, ZIP _____ PHONE NUMBER _____

EMAIL ADDRESS _____

BUSINESS NAME _____

PHYSICAL BUSINESS ADDRESS _____

CITY, STATE, ZIP _____ PHONE NUMBER _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TYPE OF BUSINESS: CORPORATION _____ LIMITED LIABILITY COMPANY _____

PARTNERSHIP _____ SOLE PROPIETORSHIP _____ OTHER _____

LIST OF ALL BUSINESS PARTNERS, DIRECTORS, OFFICERS, OWNERS, ETC.

INCLUDING NAMES AND ADDRESSES (ATTACH ADDITIONAL PAGES AS NEEDED)

(1) NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

(2) NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME OF APPLICANT _____

PHYSICAL DESCRIPTION OF APPLICANT: SEX _____ RACE _____

HEIGHT _____ EYE COLOR _____ DATE OF BIRTH _____

HAS THE APPLICANT EVER BEEN ARRESTED AND/OR CONVICTED OF A CRIME OTHER THAN A TRAFFIC VIOLATION? YES _____ NO _____

IF SO, WHAT STATE? _____ CHARGE DISPOSITION? _____



CITY OF EVANSVILLE
 CONTROLLER'S OFFICE
 1 NW MLK JR. BLVD, ROOM 300
 EVANSVILLE, IN 47708

<p>-----FOR BPS USE ONLY----- Permit Number _____ Approved By _____ Date _____</p>

List of previous locations where applicant has engaged in the purchase of precious metals / gems / goods as an owner, agent, operator, partner, or employee within the last 18 months.

 I, _____, state that the facts contained in and attached to this application are true, as I am informed and verily believe.

SIGNATURE _____ DATE _____

FOR EPD'S, USE ONLY

1. Local Record Check
 - a. Clear (date & initial) _____
 - b. Denied (date & initial) _____
 - c. If an applicant has a record, a supervisor must approve.
2. Finger printers _____ or print card on file _____ (place in notes field in RMS)
3. Take picture if needed _____ (place in notes field in RMS)
4. Make a badge and have the applicant sign.
5. Note in RMS type of application and year.
6. Scan application into applicant name file.

CONTROLLER'S OFFICE, USE ONLY

CONTROLLER'S OFFICE USE ONLY

RECEIVED _____
 CHECK NUMBER _____
 RECEIPT NUMBER _____
 LICENSE CLERK _____

TO BPS _____
 ACCOUNT NUMBER _____
 LICENSE NUMBER _____
 BILL NUMBER _____