

Precious Metals Permit Application Process

These procedures must be completed in their entirety **EVERY YEAR**. Please start this process 45 days prior to the expiration of your current license.

Please read and understand the Code of Virginia and the Roanoke County Code before you begin the license process.

Roanoke County Code – Sections 16.1.1 thru 16.1-20
<http://library.municode.com/index.aspx?clientId=12222>

Code of Virginia – § 54.1-4100
<http://law.lis.virginia.gov/vacode/title54.1/chapter40/>

If you have any further questions, please contact the Roanoke County Police Department Criminal Investigations Division at (540) 777-8641.

Permit Process

1. Complete the Roanoke County Police Department's Precious Metals Permit Application.
2. Complete the Virginia State Police's Criminal History Request (Form SP-167), This form must be completed online and printed with the bar code at the top.
 - a. <http://www.vsp.state.va.us/FormsPublications>.
 - b. Select Criminal History Records Request
 - c. Under Form Select SP-167 Criminal History and Sex Offender Search
 - d. Complete and Print the form.
 - e. Return completed form to CID Commander
 - f. Under the "Mail Reply To" section of the form Sp 167
Name: Roanoke County Police
Attention: Cdr. R. Torres
Address: 5925 Cove Rd. Roanoke Virginia 24019

The screenshot shows a web browser window displaying a form titled "Enter New Background Search". The form is for a "Criminal History Record Name Search" (Form: SP-167). It is divided into three main sections:

- Search Information:** Includes fields for Request Type (Criminal History Search), Specify Purpose (PRECIOUS METAL PERMITS), Last Name, Middle Name, Suffix, Sex, SSN, First Name, Maiden Name, Race, Date of Birth, and Non-profit volunteer checkbox.
- Mail Reply To:** Includes fields for Name/Agency (ROANOKE COUNTY POLICE), Address Line 1 (5925 COVE RD.), City (ROANOKE), Country (UNITED STATES OF AMERICA), Attention (SGT. S.C. DILLON), Address Line 2, State (VIRGINIA), and Zip Code (24019).
- Payment:** Includes Fee (\$15.00), Pay Method (dropdown), a red warning "Please make all payments payable to Virginia State Police", and VSP Account Number.

At the bottom of the form are "Confirm" and "Clear" buttons. The footer of the browser window shows "Build Number: 1.0.25".

3. Obtain a set of fingerprints from the **Roanoke County POLICE DEPT**
 - a. Arrangements can be made to get your fingerprints taken by the CID Commander during the application process. Please contact the Roanoke County Police Department Criminal Investigations Division at (540) 777-8641.
 - b. MUST have valid photo identification.

4. Return the following items to the Roanoke County Police Department, located at 5925 Cove Road, Roanoke, Virginia 24019.
 - a. Completed Roanoke County Police Department's Precious Metals Permit Application.
 - b. Completed Virginia State Police Criminal History Request – signed along with \$15.00 payment.
 - c. Payment can be a \$15.00 money order, Business check, Certified Check to Virginia State Police or credit card information, which is completed on the form.
 - d. Money order for \$200.00 for the Treasurer, County of Roanoke.
 - e. Completed fingerprint card. (See # 3 above)
 - f. Current inspection and approval of ALL weighing devices that will be used at the business.
 - g. \$10,000 dollar bond or letter of credit as required by Code of Virginia.

5. The police department will send the information to the Virginia State Police for criminal history checks.
 - a. Conviction of a felony or a crime of moral turpitude (lying, stealing or cheating) within seven (7) years will disqualify you.

- b. The process can take up to 30 days to complete.
- 6. After receiving this information, the file will be given to the Chief of Police for approval.
- 7. After approval, the permit will be mailed to you at the business location or other arrangements can be made.