

	POLICY & PROCEDURE	SERIES # 1418	PAGE 1 OF 2
	SUBJECT <b>ISSUANCE OF PERMIT TO DEAL  IN PRECIOUS METALS</b>		EFFECTIVE DATE <b>8/15/98</b>
	DISTRIBUTION <b>ALL MANUALS</b>		AMENDS/SUPERSEDES/CANCELS P&P #1418 dated 7/1/81

I. PURPOSE:

To establish guidelines governing the issuance of permits to deal in precious metals.

II. POLICY:

It shall be the policy of the Hampton Police Division to follow the outlined procedures in accepting applications and the issuance of a permit to deal in precious metals.

III. PROCEDURE:

A. The Records Unit will provide the applicant with an application kit for a permit which will contain:

1. Permit application
2. A copy of excerpts from State Code of Virginia, highlighting important articles to aid the applicant in obtaining a permit.

B. Records personnel will collect the designated fee at the time the completed application is submitted and will prepare a receipt for the fee, which is set by state code.

1. Once the application for a permit is received for processing, a CCRE inquiry will be sent to VCIN (Virginia Criminal Information Network). The results will be reviewed by a supervisor, and if approved, then the applicant will be fingerprinted.
2. Because of the long delay in obtaining the results of the fingerprints from the FBI, the permit can be revoked after issuance, if for some reason the FBI report does not coincide with CCRE findings.
3. A bond or letter of credit is required of dealers when a permit is issued in the penal sum of ten-thousand dollars (\$10,000.00).
  - a. For reference, refer to the Virginia State Code § 54.1-4106.
  - b. The bond or letter of credit is to be filed with each applicant's

APPROVED:  
CHIEF OF POLICE



applications, therefore, the Commissioner of Revenue does not require a copy of the said bond or letter of credit.

4. Each dealer of a firm, corporation and partnership will be required to have a permit and pay the designated fee.
5. All weighing devices used must have been inspected by the State and written evidence of such approval presented to Records personnel prior to the permit being issued.
6. The Records Unit supervisor shall be responsible for the collection, storage and delivering of said fees to the Commissioner of Revenue's Office and receipts associated with the fees.
7. A file will be maintained in the Records Unit on each dealer to account for:
  - a. The issuance of permits
  - b. Application for permits
  - c. Fingerprints
  - d. CCRE check
  - e. The bond or letter of credit in the penal sum of ten-thousand dollars (\$10,000.00).

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