

# 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. 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. Money order for \$200.00 for the Treasurer, County of Roanoke.
  - c. Current inspection and approval of ALL weighing devices that will be used at the business.
  - d. \$10,000 dollar bond or letter of credit as required by Code of Virginia.
3. The police department will conduct a criminal history check.
  - a. Conviction of a felony or a crime of moral turpitude (lying, stealing or cheating) within seven (7) years will disqualify you.
4. After receiving this information, the file will be given to the Chief of Police for approval.
5. After approval, the permit will be mailed to you at the business location or other arrangements can be made.