

Fayetteville Police Department Precious Metal and Gems Dealer Registration Packet



Table of Contents

| | |
|---|-----------|
| Fayetteville Police Department Dealers in Precious Metals and / or Gems Registration | 1 |
| Form City of Fayetteville Ordinance Number 0-14-11 (Section 22-400 – 22-411)..... | 4 |
| O.C.G.A. § 43-7-1 thru § 43-37-7..... | 9 |
| Leads Online Quick Start For Business..... | 14 |
| Request For Criminal History Check..... | 18 |
| City of Fayetteville Business License / Fingerprint Appointment Information..... | 19 |
| A Photocopy of Dealers business license will be submitted with this packet..... | 20 |
| A Photocopy of Dealers driver’s license / identification card will be submitted with this packet..... | 21 |
| Sample letter to Chief of Police..... | 22 |
| Fayetteville Police Department Precious Metal and Gem purchase form..... | 23 |
| Precious Metal and Gem Business Employee List..... | 24 |
| Signature and Approval..... | 25 |



FAYETTEVILLE POLICE DEPARTMENT

760 Jimmie Mayfield Blvd.
Fayetteville, Georgia 30215
(770) 461-4441 * Fax (770) 460-4243



SCOTT E. PITTS, CHIEF OF POLICE

Major Jeff McMullan
Patrol Division

Captain Jeffrey Harris
Criminal Investigations

Captain Steve Crawshaw
Professional Standards

Dealers in Precious Metal and / or Gems Registration Form

Request Date: ____/____/____. New Registration Renewal Registration

Approval Date: ____/____/____. Registration is for a One Year Term

Business Owner's / Employee's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Cell Phone Number: _____

E-mail Address: _____

Drivers License / State Identification Number: _____ Issuing State _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone Number: _____

Have you previously been licensed by the City of Fayetteville? Yes No

If yes, indicate year and type of business: _____

List any other dealer licenses issued to you by cities, counties and the State of Georgia: _____

Have you been convicted of a felony or misdemeanor within the past 10 years? Yes No

If yes, specify the offense, year of conviction, and place of conviction: _____

**PLEASE READ THE FOLLOWING INFORMATION
BEFORE SIGNING**

Subject Matter: Amendment to Precious Metal Ordinance #0-17-11
Date First Presented at Council Public Meeting: 9-15-11
Date of Public Hearing Before City Council: 9-15-11
Date of Second Reading and Adoption: 10-6-11

**CITY OF FAYETTEVILLE
COUNTY OF FAYETTE
STATE OF GEORGIA**

**AMENDMENT TO
ORDINANCE NUMBER 0-17-11
CITY OF FAYETTEVILLE, GEORGIA**

WHEREAS, the City of Fayetteville has determined that to serve the needs of the community certain amendments are needed in the City of Fayetteville’s Precious Metals Ordinance; and

WHEREAS, these changes are necessary to further the general health, safety, morals and welfare of the community; and

WHEREFORE, the City of Fayetteville hereby adopts, ordains, and enacts the foregoing ordinance amending and modifying sections 22-401, 22-406, 22-410, 22-411, 22-412, and 22-413 as follows:

ARTICLE ONE

The City of Fayetteville ordinance as codified at Chapter 22 of the City’s Code of Ordinances is hereby amended by deleting the stricken (*stricken*) language and adding the double underlined (*double underlined*) language as follows:

Sec. 22-400. - Applicability of certain sections.

Section 22-405 shall not apply to any precious metals or goods containing precious metals obtained from industrial producers, manufacturers, licensed dealers, or distributors.

Sec. 22-401. - Definitions.

For purposes of this article, the term:

Numismatic Coins means coins whose value as collectors’ items exceeds the value of the content of the precious metals in the coins.

Precious metals means gold, silver, or platinum or any alleged alloy containing gold, silver or platinum.

Precious metals dealer means any person, partnership, sole proprietorship, corporation, association, or other entity engaged in the business of purchasing, selling, bartering, or acquiring in trade any precious metals from persons or sources other than manufacturers or licensed dealers for resale in its original form or as changed by melting, reforming, remolding, or for resale as scrap, or in bulk.

Precious stones means any precious or semi-precious stone, including but not limited to, diamond, ruby, sapphire or emerald which is cut and polished.

Sec. 22-402. - Occupation tax certificate required, application.

(a) Any person, or entity desiring to engage in the business, trade or profession of a precious metals dealer shall, before engaging in such business, trade or profession, make application for an occupation tax certificate in the form and manner prescribed by the city.

(b) The application shall include but shall not be limited to the information required on all occupation tax returns, along with the following additional information:

- (1) Full name, date of birth, address, and Social Security number of applicant.
- (2) Full name(s), date(s) of birth, and Social Security number(s) of any other person(s) having an ownership interest in the proposed business. In the case of a corporation, this list shall include owners of ten or more percent of the common or preferred stock.
- (3) Full names, dates of birth, and Social Security numbers, and titles of corporate officers where appropriate.
- (4) Full name, address, telephone number, date of birth, title, and Social Security number of individuals to be employed.

Sec. 22-403. - Work permits required.

Prior to the issuance of an occupation tax certificate, a work permit shall be required for the owner(s), manager(s), and employee(s).

Sec. 22-404. - Applicant disqualifications.

No occupation tax certificate shall be granted to any person under the age of 18 or who has been convicted, pled guilty or entered a plea of nolo contendere under any federal, state or local law of any crime involving moral turpitude, illegal gambling, any felony, criminal trespass, public indecency, misdemeanor involving any type of sexual related crime, theft or violence against person or property, any crime of possession, sale, or distribution of illegal drugs, distribution of material depicting nudity or sexual conduct as defined under state law, criminal solicitation to commit any of these listed offenses, or attempts to commit any of these listed offenses.

Sec. 22-405. - Records and information to be maintained; display of transaction number; identification; digital photographs; fingerprints; records storage.

Engaging in the business of buying used or previously owned precious metals in the city is hereby declared to affect the public interest due to the opportunity it affords for the disposal of stolen property.

In the public interest and as set forth herein, all precious metals dealers shall maintain records documenting all precious metals transactions.

(1) All precious metals dealers shall maintain records documenting accurate descriptions of all property purchased. Such description shall include, to the extent possible, the manufacturer, model, serial number, style, material, kind, color, design, number, type and approximate size of precious stones, and all other identifying names, marks, and numbers. The precious metals dealers shall assign a transaction number documenting each transaction, and ensure each item received is tagged with the transaction number.

(2) The tag bearing the transaction number must remain attached to the item until the property is disposed of by sale, trade, or other lawful means. This paragraph does not apply to the purchase of property from licensed wholesale or distributor businesses for the purpose of retail sales; however the precious metals dealer shall be required to maintain all purchasing records for property exempted from this paragraph.

(3) The precious metals dealer shall require all persons selling property to show proper identification prior to conducting a transaction. Proper identification is defined as a government issued photo identification card such as a driver's license, military identification card, state identification card, or passport.

(4) The precious metals dealer shall also document the name, address, telephone number, race, sex, height, weight, drivers license number, date of birth, and Social Security number of the person selling the property, along with the date and time of transaction. **This documentation shall be made at the time of the transaction.**

(5) The precious metals dealer shall photograph, with a digital camera or web camera, the person selling the property. The photograph shall clearly show a frontal view of the subject's face along with the transaction number and a photograph of the item being sold. Digital images shall be labeled and stored in such a manner that they are safe from corruption, readily identifiable, and readily available for review.

(6) The precious metals dealer shall obtain from each person selling any property, the fingerprint of the right hand thumb, unless such thumb is missing, in which event the print of the next finger in existence on the right hand shall be obtained with a notation as to the exact finger printed. The fingerprint shall be imprinted onto the transaction form in the designated area along with the signature of the person selling the property. The fingerprint must be clear and legible. In the event that more than one transaction form is required, a fingerprint and signature will be obtained for each form. Fingerprints and the information required herein shall be obtained each time such person pledges, trades, pawns, exchanges, or sells any property.

(7) Items of property that appear to be new, unused, and in their original packaging cannot be accepted by the precious metals dealer unless the customer can supply a copy of the original sales receipt, or other proof of purchase from the place of purchase, to the precious metals dealers who shall retain the receipt or proof of purchase on file.

(8) The precious metals dealer shall store the above records, digital images, and fingerprints for a period of four years and make them available to law enforcement personnel upon request.

(9) **Every precious metals dealer shall enter each transaction as it occurs into the electronic automated reporting system via the internet to the administrator of the electronic automated reporting system.** The administrator of the electronic automated reporting system will electronically transmit all transactions to the city police department.

Sec. 22-406. - Daily report to police; required format.

Every precious metals dealer shall make a daily report, in such form as may be prescribed by the chief of police or his designee, of all transactions that occurred during 24 hours ending at 9:00 p.m. on the date of the report.

(1) Daily reports shall list all property sold, the transaction number for each transaction, and a description of the property including, to the extent possible, the manufacturer, model, serial number, style, material, kind, color, design, number, type and approximate size of precious stones, and any other identifying names, marks, and numbers. The daily report shall also list the name, address, race, sex, height, weight, driver's license number, date of birth, and Social Security number on the automated reporting system along with the date and time of the transaction.

(2) Every precious metals dealer shall enter each transaction as it occurs into the electronic automated reporting system via the internet to the administrator of the electronic automated reporting system. The administrator of the electronic automated reporting system will electronically transmit all transactions to the police department. (LEADS ONLINE)

(3) In the event that the electronic automated reporting system becomes temporarily or permanently disabled, precious metals dealers will be notified as soon as possible by the police department. In this event, the precious metals dealer will be required to make records of transactions in paper form as prescribed by the police department. Such paper forms must include all information as enumerated in section 22-405. Precious metals dealers shall be responsible for maintaining an adequate inventory of these forms.

(4) The chief of police or his designee shall select and designate the required automated reporting system and required equipment needed. There will be a fee assessed to the precious metals dealer for each reported transaction. Said fee may be assessed against the persons selling property.

Sec. 22-407. - Property not to be disposed of for 14 days after acquisition; location of property; police holds.

(a) All property received through any precious metals dealer transaction shall be held for at least **14 days** before disposing of same by sale, transfer, shipment, or otherwise.

(b) All property purchased shall be held and maintained by the precious metals dealer on the premises of the precious metals dealer or, if impracticable, at such other location as may have been previously approved in writing by the chief of police or his designee. The chief of police shall not approve any off-premises storage facilities located outside the city.

(c) The city police department has the authority to place property that is the subject of police investigation on "police hold" for a period of **5 days**. In that event, the city police department shall notify the precious metals dealer of the need for a police hold and identify all property subject to the police hold. Upon notification, it shall be the responsibility of the precious metals dealer to maintain the subject property until such time as the property is released from police hold status or the property is confiscated as evidence.

Sec. 22-408. - Dealing with minors.

It shall be unlawful for any precious metals dealers, his or her agents or employees, to receive through any precious metals dealer any property from minors. A minor, for the purpose of this section, is an individual 17 years of age or under.

Sec. 22-409. - Responsibility for enforcement.

The city police department shall have the responsibility for the enforcement of this chapter. Sworn officers of the county police department and civilian employees designated by the chief of police shall have the authority to inspect establishments licensed under this chapter during the hours in which the premises are open for business. These inspections shall be made for the purpose of verifying compliance with the requirements of this chapter and state law. This section is not intended to limit the authority of any other city officer to conduct inspections authorized by other provisions of the county code.

Sec. 22-410. - Exemptions

This chapter shall not apply to dealers exclusively engaged in the sale or exchange of numismatic coins or transactions exclusively involving numismatic coins or other coinage.

Sec. 22-411. - Penalty for violation.

Any person, firm, company, corporation or other entity who violates any provision of this chapter may be subject to arrest or summoned to appear in the Fayetteville Municipal Court and upon conviction or other finding of guilt, be punished by a fine of up to \$1,000.00 per violation.

Sec. 22-412. – Payments of fee(s).

(a) The fee(s) provided in this article shall be imposed upon and shall be paid by the wholesale and retail precious metal dealers.

(b) Each person responsible for the payment of the fee(s) shall file a report with the city by the fifteenth (15th) day of the month following the calendar month in which the precious metals were purchased itemizing for the preceding calendar month the exact quantities of precious metal purchased during the month in the city.

(c) The wholesale or retail dealer shall remit the fee(s) imposed herein to the city by the fifteenth (15th) day on the month following the calendar month in which the precious metals were purchased.

Sec. 22-413. – Penalties and interest for failure to pay fee(s).

Any person who fails to pay the fee(s) herein imposed to the city, or fails to pay any amount of such fee(s) required to be collected and paid to the city within the time required, shall pay a penalty of 15 percent of the fee(s), or amount of fee(s), in addition to the fee(s) or amount of fee(s), or any portion thereof as set forth in section 22-412.

Secs. 22-414—22-499. - Reserved.

GEORGIA CODE

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*** Current Through the 2011 Regular Session ***
*** Annotations Current Through April 22, 2011 ***

TITLE 43. PROFESSIONS AND BUSINESSES CHAPTER 37. DEALERS IN PRECIOUS METALS AND GEMS

O.C.G.A. § 43-37-1 (2011)

§ 43-37-1. Definitions

As used in this chapter, the term:

(1) "Dealer in precious metals or gems" means:

(A) Any person engaged in the business of purchasing precious metals or gems or goods made from precious metals or gems from persons or sources other than manufacturers, manufacturers' representatives, or other dealers in precious metals or gems; or

(B) A person engaged in any other business if, in conjunction with such business, precious metals or gems or goods made from precious metals or gems are purchased from persons or sources other than manufacturers, manufacturers' representatives, or other dealers in precious metals or gems where such purchase is for resale in its original form or as changed by remounting, melting, re-forming, remolding, or recasting or for resale as scrap or in bulk.

(2) "Gems" means any precious or semiprecious stone which is cut and polished.

(3) "Numismatic coins" means coins whose value as collectors' items exceeds the value of the content of the precious metals in the coins.

(4) "Person" means an individual, partnership, corporation, joint venture, trust, association, or any other legal entity however organized.

(5) "Precious metals" means gold, silver, or platinum or any alloy containing gold, silver, or platinum.

§ 43-37-2. Registration procedure; felony conviction; fee; renewal

(a)(1) The law enforcement officer designated to administer the provisions of this chapter and register dealers in precious metals or gems in each county shall be the sheriff, unless the county has a county police department, in which case it will be the chief of the county police department.

(2) The law enforcement officer designated to administer the provisions of this chapter and register dealers in precious metals or gems in each municipality shall be the chief of police of the municipality.

(b) No person shall engage in business as a dealer in precious metals or gems until he has registered as a dealer in precious metals or gems for each separate place of business. The registration shall be in writing and shall be sworn to or affirmed by the dealer in precious metals or gems. If the dealer's place of business is located within a municipality, the dealer shall register with the chief of police of the municipality. If the dealer's place of business is not located within a municipality, the dealer shall register with the sheriff of the county unless the county has a county police department, in which event the dealer shall register with the county police department. As to any registration with the chief of police of a municipality or a county police department, a copy of each registration shall be transmitted by such chief of police to the sheriff of the county within seven days of the registration. The sheriff of the county shall maintain a record of all registrations, which record shall be available for public inspection.

(c) The registration shall contain the name, address, and age of the dealer together with the names, addresses, and ages of all other persons having an ownership interest or actually employed in the business other than publicly held corporations.

(d) No person shall be eligible to register as a dealer in precious metals or gems if any employee or stockholder, other than stockholders owning less than 10 percent of the outstanding shares of a publicly held corporation, has been convicted of a felony under the laws of this state or any other state or the United States. This subsection shall not apply to any person who has been convicted of a felony after ten years have expired from the date of completion of the felony sentence.

(e) All registrations shall contain the address of the premises upon which the business is conducted and the zoning and planning classification of the premises.

(f) Each dealer shall be required to notify the appropriate law enforcement officer of the county or the municipality in which the dealer is registered within seven calendar days of any change of address of the dealer or business or any change of ownership in the business. As to any notification of the chief of police of a municipality or a county police department, a copy of the change of address or ownership in the business shall be transmitted to the sheriff of the county within seven days of the notification.

(g) Each applicant for registration shall possess a current business license in the county or municipality or shall pay an initial registration fee of \$25.00 to be retained by the county or municipality to cover the cost of registering such persons. The registration shall be renewed annually upon presentation of a current business license by the dealer or by payment of a renewal fee of \$10.00.

(h) Nothing in this Code section shall be construed so as to authorize any person to transact business as a dealer in precious metals and gems without purchasing a current business license if so required by the county or municipality.

43-37-3 Permanent records required; content

(a) Every dealer in precious metals or gems shall maintain a book, in permanent form, in which shall be entered at the time of each purchase of precious metals or gems or goods made from precious metals or gems the following:

(1) The date and time of the purchase;

(2) The name of the person making the purchase from the seller;

(3) The name, age, and address of the seller of the items purchased and the distinctive number from such seller's driver's license or other similar identification card containing a photo of the seller;

(4) A clear and accurate identification and description of the purchased goods, including the serial, model, or other number, and all identifying marks inscribed thereon;

(5) The price paid for the goods purchased;

(6) The number of the check issued for the purchase price, if payment is made by check; and

(7) The signature of the seller.

(b) The permanent record book required by this Code section shall be in legible English. Entries shall appear in chronological order. No blank lines may be left between entries. No obliterations, alterations, or erasures may be made. Corrections shall be made by drawing a line of ink through the entry without destroying its legibility. The book shall be maintained for each purchase of precious metals or gems or goods made from precious metals or gems for at least two years. The book shall be open to the inspection of any duly authorized law enforcement officer during the ordinary hours of business or at any reasonable time.

(c) Dealers exclusively engaged in buying or exchanging for merchandise scrap dental gold and silver from licensed dentists by registered or certified mail or statutory overnight delivery may record the post office record of the mailed parcel in lieu of the seller's age and driver's license number as required in paragraph (3) of subsection (a) of this Code section and in lieu of the seller's signature as required in paragraph (7) of subsection (a) of this Code section.

43-37-4 Written reports of purchases required; time of report; form; preservation; accessibility

(a) Every dealer in precious metals or gems shall make a report in writing to the appropriate law enforcement officer of the county or municipality in which he is registered, on forms approved or prescribed by the appropriate law enforcement officer of the county or the municipality, of all precious metals or gems or goods made from precious metals or gems purchased on the day previous to the date of the report. The report shall contain the information specified in paragraphs (1) through (5) of subsection (a) of Code Section 43-37-3 and shall be typewritten or handwritten in legible English and mailed or delivered to the appropriate law enforcement officer of the county or the municipality within 24 hours after the day on which the transactions occurred.

(b) All reports shall be maintained in a locked container under the direct supervision of the appropriate law enforcement officer of the county or municipality and shall be available for inspection only for law enforcement purposes.

(c) The appropriate law enforcement officer of the county or municipality may, in his discretion, authorize any person who demonstrates theft of precious metals or gems by the presenting of an incident report or other similar document to inspect the reports in an effort to locate stolen property.

43-37-5. Local requirements

No provision of this chapter shall be construed as prohibiting or preventing a county or municipality from licensing dealers in precious metals or gems or from establishing and imposing additional requirements or qualifications on dealers in precious metals or gems.

43-37-6. Unlawful acts; penalty

(a) It shall be unlawful for any dealer in precious metals or gems or any agent or employee of a dealer in precious metals or gems who makes purchases of precious metals or gems or of goods made from precious metals or gems to:

(1) Make any false statement in the registration provided for in Code Section 43-37-2;

(2) Fail to maintain and make entries in the permanent record book as required by Code Section 43-37-3;

(3) Make any false entry in such permanent record book;

(4) Falsify, obliterate, destroy, or remove from the place of business such permanent record book;

(5) Refuse to allow any duly authorized law enforcement officer to inspect such permanent record book, or any precious metals or gems or goods made from precious metals or gems in his possession, during the ordinary hours of business or at any

reasonable time;

(6) Sell, exchange, or remove from the legal possession of the buyer, or to alter the form of, any precious metals or gems or goods made from precious metals or gems purchased by remounting, melting, cutting up, or otherwise altering the original form until at least seven calendar days have elapsed from the time of purchase or acquisition;

(7) Fail to make the written report as required in Code Section 43-37-4; or

(8) Purchase any precious metals or gems from any person under 17 years of age.

(b) It shall be unlawful for any person to advertise or transact business as a dealer in precious metals or gems without first registering pursuant to Code Section 43-37-2.

(c) It shall be unlawful for any dealer in precious metals or gems to purchase precious metals in a melted or smelted state unless the purchase is from a registered dealer in precious metals or gems.

(d) If the appropriate law enforcement officer of the county or municipality has probable cause to believe that precious metals or gems have been stolen, he may give notice in writing to the dealer to retain the precious metals or gems for an additional 15 days; and it shall be unlawful for the dealer to dispose of the property unless the notice is revoked in writing within the 15 day period.

(e) Any person who violates this Code section shall be guilty of a misdemeanor.

43-37-7. Exemptions

This chapter shall not apply to dealers exclusively engaged in the sale or exchange of numismatic coins or to transactions exclusively involving numismatic coins or other coinage.

QUICKSTART FOR BUSINESSES



THIS IS A HELPFUL GUIDE FOR:

**PAWN, SECONDHAND, SCRAP METAL RECYCLERS
AND INTERNET DROP-OFF STORES**

INTERESTED IN MEETING LOCAL AND FEDERAL REPORTING
REQUIREMENTS IN A USER-FRIENDLY, SECURE AND COST-FREE MANNER

More than 1600 **Law Enforcement Agencies** in 35 states currently use **LEADS**ONLINE****. These agencies benefit from cost-savings and enhanced investigative effectiveness, resulting in safer communities.

LEADSONLINE**** is the nation's largest and most trusted electronic reporting system, assisting more than 7000 businesses across the United States in meeting local and federal reporting requirements.

The system is secure, simple, and is provided
at no cost to stores.

WELCOME!

Your local law enforcement agency may have asked your business to begin uploading to **LeadsOnline** to meet local reporting requirements. Electronic reporting via **LeadsOnline** eliminates the hassle, cost and security issues (for you and the City) of submitting paper ticket copies, diskettes or keeping a log/journal.

You may also have heard from your state or national pawnbrokers' association about our complimentary SDN Check service. Here's the scoop on that important topic:

Regulated financial institutions (including pawnbrokers) are required by federal law to regularly compare their customer names to the U.S. Department of Treasury's SDN (Specially Designated Nationals) List. The List contains thousands of names and aliases of individuals that have been designated by the Treasury Department as known terrorists and/or drug traffickers. Failure to report matches to Treasury can result in large fines, and in certain circumstances, criminal prosecution.

Consulting the SDN List regularly can be tedious, burdensome and expensive for businesses. For this reason, **LeadsOnline** provides the ability to automatically check your customer names against the current (updated daily) SDN List, and will provide you a report of any potential name matches. With a name match, you then can determine whether or not your customer is indeed a person Treasury has identified on the List, per the guidelines provided by Treasury and in accordance with your own business practices.

The **LeadsOnline** SDN Check, as with all services we provide to business owners, is secure and complimentary for stores that transmit their daily transactions to **LeadsOnline**. Regardless of why you're reading this today, we're glad for the opportunity to be of service. We promise to take excellent care of your customers' confidential information. Contact us anytime for answers to questions or help with any needs you might have.

HOW DO I REPORT TRANSACTIONS ELECTRONICALLY? SIMPLY REGISTER!

Businesses
Sign Up Free

1. Go to the **LEADS ONLINE** website: www.leadsonline.com
2. Click on the black button that reads, "Businesses Sign Up Free."
3. Read the terms & conditions, and check the "I have read and agree" box.
4. Fill in your store's basic information and click the "Submit" button.
5. You'll receive an email confirmation of your registration. We'll then verify the information you submitted and will be in touch to show you how to use the system.
6. If you need assistance setting up your account, call **LEADS ONLINE** at 800.311.2656.

INSTRUCTIONS FOR UPLOADING USING YOUR EXISTING STORE SOFTWARE

1. Create the file or “police report” in your point of sale software. If you have questions about how to do this, just call our Client Support Team toll-free at 800.311.2656.
2. Save the file. Be sure to save to a location that you can easily find (ie: floppy disk, CD, USB memory drive or your computer desktop).
3. Go to www.leadsonline.com and log in, using your user ID and password.
4. You’ll automatically land on the “Upload Data” screen. Now select your store from the drop-down list.
5. Click on the “Browse” button and select the file/police report you created.
6. Click the “Upload” button. The file will be sent to us immediately.
7. You’ll see a message that says, “File has been sent and is being processed.”
Voila! You’re done!

WITHOUT STORE SOFTWARE

1. Go to www.leadsonline.com and log in, using your user ID and password.
2. In the menu bar on the left side of your screen, click on “Ticket Assistant”.
3. Enter your transaction information into the appropriate fields for ticket, customer information and item descriptions. Note: all fields with an asterisk (*) are required.
4. Click the “Submit Ticket” button after completing each ticket’s information. That’s it!

TOP 10 MOST FREQUENTLY ASKED QUESTIONS FROM BUSINESSES

1. How much is this going to cost me/my business?

Zero. Goose egg. Nada. Services provided to businesses by LeadsOnline are free of charge. Law Enforcement pays an annual subscription to use the service.

2. What if I don’t have the Internet on the *same computer* as my business software?

Simply save your daily transactions to a disk, CD or USB memory drive. Then put the disk, CD or USB in the machine with Internet access, and send your file. Uploading takes only 30 seconds on average.

3. What if I don’t have business software and still do transactions by hand?

If you write transactions by hand, LeadsOnline provides a user-friendly feature called Ticket Assistant to help you easily, rapidly input your daily transactions – it’s a piece of cake to learn to use, and is the product of lots of good suggestions from businesses like yours around the country. As with all our services to businesses, Ticket Assistant is free of charge to you.

4. I have OLD software – will LeadsOnline still work for me?

Yes, indeed. You need only to be able to save a file of your transactions. You'll be surprised just how flexible our Client Support Team is in working with whatever software you have in place, no matter how...um...old.

5. Who sees my data? Can other stores (my competitors) see it?

Only authorized law enforcement officials investigating crimes may access data on the LeadsOnline system. This means that no one else – not the shop down the street, and not your momma – can see your company information. Period. And you can't see anyone else's data, either. You can only see the transactions you have sent us, and can do so via our convenient Store Monitor screen.

6. How often should I send my transactions to LeadsOnline?

LeadsOnline prefers that you upload once daily, as part of opening or closing procedures. It's easier to remember that way, and it takes only 30 seconds.

7. I'm not computer literate. Is this going to be hard for me?

Many of our clients (both businesses and law enforcement) are not technically savvy – so the answer is “no” – this will not be difficult and “yes” we are here for you with any questions and “no” we'll never charge you a fee, no matter how many times you call! We work very hard to make sure this is easy for you.

8. Do I need to install software on my computer to use LeadsOnline?

No – LeadsOnline is 100% browser-based, meaning it's accessible only via the Internet, and does not place any software of any kind on your machine.

9. If I upload to LeadsOnline, do I still need to do what I've always done in reporting to my local law enforcement agency?

It depends upon the circumstance, but generally no. LeadsOnline investigators access the information as needed during investigations, and will follow up with you if additional information is needed.

10. Will my customers be aware that I am uploading?

No – the system does nothing to alert your customers to the manner in which you meet local reporting requirements. Your transactions are uploaded when you send them to us, in batch, each day.

If we haven't answered your questions, please email us or call.

No question is too small or out-of-the-ordinary.

storesupport@leadsonline.com

toll-free 800.311.2656

REQUEST FOR CRIMINAL HISTORY CHECK

PERMIT NUMBER _____

DATE _____

I hereby authorize the City of Fayetteville, Georgia, to receive any criminal history record information pertinent to me that may be in the files of any state or local criminal justice agency.

| | | | |
|---------------------|-----------------------------------|------------------------------|-----------------------------|
| Have you ever been: | Arrested | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Convicted of a crime(s) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Entered a Plea of Nolo Contendere | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Entered a Plea of First Offender | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Entered a Guilty Plea | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Print Full Name

Current Employer

Address

Social Security #

Home Phone Number

City

State

Zip

Sex

Race

Date of Birth

Age

Place of Birth (City, State)

Height (Ft/In)

Weight (Pounds)

Eye Color

Hair Color

If This Request is for a Alcohol Work Permit Check box and sign below after reading.

I swear and/or affirm that the information provided in this application is true and accurate. Furthermore, I understand that misrepresentation of any or all information will result in no-issuance or revocation of the Alcohol Work Permit. By signing this document, I attest that I have received, read, and understand the City of Fayetteville Ordinances and Georgia State Laws that pertain to the sale of alcohol. Furthermore, I understand that if I violate these ordinances or laws that I may be subject to criminal prosecution and that my alcohol permit may be revoked.

Signature

Witness

If This Request is for a Criminal Background Check, Check box and sign below.

I swear and/or affirm that the information provided in this application is true and accurate.

Signature

Witness



FAYETTEVILLE POLICE DEPARTMENT

760 Jimmie Mayfield Blvd.
Fayetteville, Georgia 30215
(770) 461-4441 * Fax (770) 460-4243



SCOTT E. PITTS, CHIEF OF POLICE

Major Jeff McMullan
Patrol Division

Captain Jeffrey Harris
Criminal Investigations

Captain Steve Crawshaw
Professional Standards

Precious Metal and Gem dealer:

A business license is required before a Precious Metal and Gems dealer registration can be approved. Please check with Fayetteville City Hall and make sure you have met this obligation. Fayetteville City Hall is located at 240 South Glynn Street. Normal business hours are Monday through Friday from 8 am to 5 pm. Phone number for City Hall is (770) 461-6029.

Business owner fingerprints are required for Criminal History check. Fayetteville Police Department will provide this service, however the State of Georgia requires a \$40.00 fee. Detective Joanna Macpherson will conduct the fingerprinting by appointment only. This process usually takes less than thirty minutes. Registrations will not be approved without the Criminal History check. The return on the fingerprints can be within minutes to thirty days. Please make sure you allow sufficient time for the Criminal History check to return before opening your business.

For fingerprinting appointment, please contact Detective Joanna Macpherson at (770) 719-4225, please leave a message if you receive no answer.

Should you have any questions or need further information:

Please call Captain Jeff Harris at (770) 719-4209 or
Detective Scott Gibson at (770) 719-4226

Please Replace
This Page With
A Photocopy
Of Your
Business
License
Here

Please Replace
This Page With
A Photocopy
Of Your
Driver's License
Or State Issued
Identification Card
Here

SAMPLE LETTER TO CHIEF OF POLICE

Current Date Here

Chief Scott E. Pitts
Fayetteville Police Department
760 Jimmie Mayfield Blvd.
Fayetteville, GA 30215

Dear Chief Pitts:

In accordance with City of Fayetteville Ordinance Number 0-14 -11 section 22-407(b) I request approval in writing to be allowed to hold and maintain my precious metals and gems at **(Place Your Location Here)**. This location is located inside the City Limits of Fayetteville.

Should you have any questions or need further information, please contact me by ?
(Phone / e-mail / letter)

Respectfully,

Your Name Here

*** Use this form if the electronic automated reporting system becomes temporarily disabled ***



FAYETTEVILLE POLICE DEPARTMENT

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Precious Metal and / or Gem Purchase Form

Employee Making Purchase: _____

Date of Purchase : ____/____/____. Time of Purchase : _____

Name of Seller : _____

Date of Birth of Seller : ____/____/____. Age : _____.

Seller Identification # _____.

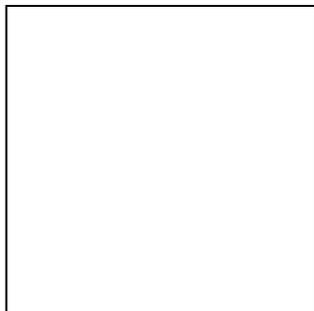
Photocopy of Seller Identification : Yes No

Seller Address : _____

A Clear and Accurate Identification and Description of Purchased Goods (Serial #, Model # , or Other Number)

Photograph of Goods Purchased : Yes No

Total Purchase Amount: \$ _____ . Check # (if paid by check) : _____



Right Thumbprint of Seller

Seller Signature

I acknowledge that I have read and agree to comply with all ordinances of the City of Fayetteville and all State and Federal laws applied for herein. I also acknowledge City of Fayetteville Ordinance 0-14-11 and O.C.G.A § 43-7-1 thru § 43-37-7, which apply to Dealers in Precious Metal and Gems. Furthermore, I acknowledge that I understand my responsibilities in complying with such.

I certify that the information contained on this application is true and correct to the best of knowledge, information and belief.

Business Owner's Signature: _____ **Date:** _____

If other than owner, Applicant's Name (please print)

Applicant's Signature: _____ **Date:** _____

Date Received: _____ Date Paid: _____

Registration Fee: _____ Fingerprint Fee: _____
(New \$25.00 Renewal \$10.00) (G.C.I.C. \$40.00)

City Business Permit Number: _____ Registration Expiration Date: _____

Approved By: _____
(CID Captain - , CID Lieutenant - or Major -)

Copy of registration forwarded to the Fayette County Sheriff's Office: Yes No

Forwarded by: _____ Date: _____

Note: Dealer's are not allowed to operate business until a signed approved copy of this form has been returned to the applicant