



Application Process Instructions for Permit to Purchase Precious Metals

North Carolina General Statute 66-163 requires that persons engaging in the purchase of precious metals obtain a permit from local law enforcement. This applies to anyone who engages in the business of purchasing precious metals from the public in the form of jewelry, flatware, silver services or other forms and holds himself out to the public by signs, advertising, or other purchasing methods as engaging in such purchases including any independent contractor purchasing precious metals under any arrangement in any department store; provided, however, that permanently located retail merchants shall be exempted insofar as they make purchases directly from the manufacturers or wholesalers of precious metals for their inventories.

The following steps shall apply:

- **A non-refundable application fee of \$180.00 must be paid at the Greenville Police Department Records Unit located inside the Police Department at 500 S. Greene Street. Applicants are required to be photographed and fingerprinted in order for the application to be processed. The State of North Carolina requires that a fingerprint/background check fee in the amount of \$38.00 be paid. The total amount due at the time the application is submitted is \$218.00. Checks or money orders should be made payable to the City of Greenville. This fee is required for each application.**
- **Photographs – Two passport size quality photographs must be provided.**
- **Fingerprinting – locally is available by appointment only at the two following locations:**
 - **Carolina Fingerprinting, <https://carolinafingerprinting.com> or phone# (877)334-4274. They are located within Postal Annex+ at the Bells Fork Square Shopping Center: 2120 E Fire Tower Rd #107**
 - **Pitt County Sheriff's Office by appointment only on Fridays 8:30 AM – 11:30 AM /1:00 PM – 4:30 PM for details how: <https://www.pittcountysheriff.com/fingerprinting>**

All other fingerprint service providers are located outside of the Greenville/Pitt County area.

- **Once the application is submitted and the applicant is fingerprinted, the fingerprint cards are sent to the North Carolina State Bureau of Investigation for processing.**
- **Precious Metal Dealer Applications may be obtained from the Records Unit Monday-Friday, 9AM until 4:30PM, or online [linked here](#). For form related questions, you may call the Records Unit at (252)329-4325 as needed.**
- **The total length of time for the application process varies depending on the workload of the State Bureau of Investigation. Because processing applicant fingerprints is low priority you**

should expect this process to take at least one full month. Additionally, NC General Statutes mandate a 30-day waiting period between the date the application is submitted and the date of issuance.

- **The applicant must provide proof of execution of a cash or surety bond or establish a trust account with a licensed and insured bank or savings institution located in the State of North Carolina in the amount of \$10,000.00.**
- **When the Police Department's application process is complete, you will be notified and advised to pick up your permit**
- **Each employee of a precious metals dealer must obtain a Certificate of compliance from the Greenville Police Department. The application fee for this is \$10.00. Applicants are required to be photographed and fingerprinted in order for the application to be processed (as explained above). The State of North Carolina requires that a fingerprint/background check fee in the amount of \$38.00 be paid. The total amount due at the time the application is submitted is \$48.00. Checks or money orders should be made payable to the City of Greenville. The annual renewal fee is \$3.00. This fee is required for each application.**
- **Any questions relating to this application process should be directed to the Logistics Division Commander at (252) 329-4101.**
- **Once you receive your Precious Metals Dealer Permit from the Police Department, you must contact the City Financial Services Office and obtain a Business License prior to operating in the City of Greenville.**