

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.

Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	Dec. 11, 2013	Requested Meeting Date:	December 16, 2013
Confirmed Meeting Date:			December 16, 2013
Received by:			
Contact Information: Please provide all requested information in the fields below. (Print or Type)			
On Behalf of Organization or Individual:		Police Department	
Name:	Joanna Myers	Telephone:	317-736-3631
Title or Position:	Senior Planner		
E-Mail:	jmyers@franklin.in.gov		
Address:	70 E. Monroe Street		
City:	Franklin	State:	IN
ZIP:	46131		
Who will attend the meeting and present the request?			
Name:	Joanna Myers	Telephone:	317-736-3631
Title or Position:	Senior Planner		
E-Mail:	jmyers@franklin.in.gov		
Please describe the purpose or title of your presentation.			
Approval of Precious Metal Dealer License Application Packet & License.			
Supporting documents: All supporting documents should be submitted with the request form.			
1. Precious Metal Dealer License Application Packet (12-16-13)			
2. Precious Metal Dealer License			
3.			
4.			

Joe McGuinness
Mayor

Tim O'Sullivan
Police Chief

Chris Tennell
Deputy Police Chief

Serving with Integrity



Franklin Police Department
2801 N. Morton St.
Franklin, IN 46131

Administration: (317) 736-3670
Administration Fax: (317) 736-6840
Emergency: 911

PRECIOUS METAL DEALER LICENSE APPLICATION PACKET

Summary of Precious Metal Dealer Policy

Any person who engages in business as a precious metal dealer as defined by Indiana Code 24-4-19 (effective January 1, 2014) in the City of Franklin must first obtain a license from the Franklin Police Department. All established requirements shall be met prior to a license being issued.

The City of Franklin has established a procedure by which the applicant is assisted with obtaining the necessary license. This process is outlined in the remainder of this document.

Precious Metal Dealer License Fee = \$50.00 (annual)

The Police Department is willing to assist the applicant; however, staff cannot provide legal advice. Compliance with the requirements of applicable laws and procedures remains the responsibility of the applicant. Should the applicant or interested parties have questions regarding legal matters, they are encouraged to seek independent legal advice.

Requirements

Requirements of operating as a licensed precious metal dealer are outlined below:

- Record Book shall be kept.
- Card Record to be kept at place of business.
- Record of pawned articles from previous business day must be reported on LeadsOnline by noon of each day.
- Photographic Recording Devices for use in recording each customer transaction.
- Precious metals shall be photographed in the condition they are received.
- Precious metals shall be retained in the condition they are received for a minimum of 10 calendar days after purchase date by dealer.

Filing Procedure

Provide the following to the Police Department:

- ☐ Application for Precious Metal Dealer License and license fee.
Completed in either ink or typed and be notarized - a notary is available at the Police Department.
- ☐ Copy of Precious Metal Dealer License from State of Indiana.
- ☐ Proof of membership to LeadsOnline.

Reviewed By: _____ Date: _____
License No.: _____
Expiration date: _____
Receipt No.: _____

CITY OF FRANKLIN

Application for Precious Metal Dealer License

Applicant's Name: _____ Phone No.: _____

Applicant's Address: _____

Business Name: _____ Phone No.: _____

Business Address: _____

Type of License Requested: ☐ New ☐ Renewal

Acknowledgments for License:

1. Licensee agrees to comply with all current and subsequent federal, state, and local laws, codes, and ordinances and acknowledges that failure to be in full compliance will result in the relinquishment of the license and shall be under an affirmative duty to return said license to the issuing authority.
☐ Yes ☐ No
2. Licensee acknowledges and will comply with I.C. 24-4-19 which requires the licensee to maintain a record book, complete card records, report transactions, and retain & preserve photos of precious metals for period of 2 years from date of transaction.
☐ Yes ☐ No
3. Licensee agrees, pursuant to I.C. 24-4-19-19 & 20, that upon request by law enforcement officers, he or she will voluntarily allow a law enforcement officer to inspect the precious metals and obtain/receive copies of records maintained by dealer.
☐ Yes ☐ No

The undersigned affirms under penalty for perjury that the answers, representations and information provided in this application are true and correct. The failure to respond affirmatively (yes) to the above acknowledgments will result in a rejection of the application.

Applicant's Signature

State of _____

County of _____

Subscribed and sworn to me this _____ day of _____, 20____.

My Commission expires: _____

Notary Public

CITY OF FRANKLIN

Card Record

Ticket or transaction number: _____

Date and time of transaction: _____

Precious Metal Dealer Name and Address: _____

Phone No.: _____

Customer's Name and address (including city, state and zip code):

Customer Phone No.: _____

Government issued ID #: _____ (attach copy)

Type of Government issued ID: _____

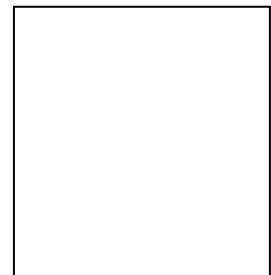
Name of Agency that issued ID: _____

Date of birth: _____

Complete description of all items (including purchase price, serial numbers, model numbers, and manufacturer's name):

Photos of precious metals shall be retained and preserved for 2 years from transaction date.

Customer's signature: _____



Right thumb print
(Or any other specified finger if
the thumb is missing)

CITY OF FRANKLIN, INDIANA
PRECIOUS METAL DEALER LICENSE

License #: _____

Issued: _____

Expires: _____

TO ALL WHOM IT MAY CONCERN:

This License is granted to _____ to allow operation as a Precious Metal Dealer at the following address: _____ in the City of Franklin having paid the license fee of _____ DOLLARS therefore, conformably to the provisions of Indiana Code 24-4-19 (effective January 1, 2014).

This License to be in force until the _____ day of _____, 20____ provided the holder hereof shall conform to the requirements of said state law, and of such other Ordinance or Ordinances as are now or may hereafter be, in this behalf ordained.

In Testimony Whereof, I have hereunto set my hand and caused to be affixed the seal of the City of Franklin, this _____ day of _____, _____.

City of Franklin Chief of Police