



FREDERICK COUNTY, VIRGINIA

SHERIFF

1080 Coverstone Drive, Winchester VA 22602
Phone: 540.662.6168 / Fax: 540.504.6402
Website: www.fcva.us/sheriff

COMMISSIONER OF THE REVENUE

107 North Kent Street, Winchester VA 22601 | PO Box 552, Winchester VA 22604-0552
Phone (Business Division): 540.722.8335 / Fax: 540.667.6487
Websites: www.fcva.us/cor & www.fcva.us/biztax Email: amber.lucht@fcva.us

APPLICATION FOR PERMIT – PRECIOUS METALS DEALERS

NOTE: All documentation, including Criminal History Record, must be dated within 30 days of submitting Application / see Instructions/Checklist for additional detailed information

- There is a \$200 Application fee.
- Business must be conducted only from the fixed and permanent Business Location listed in this Permit Application.
- Read the Code of Virginia - Title 54.1 (Professions and Occupations), Chapter 41 (Precious Metals Dealers) as well as the Frederick County Code - Chapter 155 (Taxation), Article XVI (Business License Provisions) to ensure compliance with all requirements, including obtaining a business license.
- Display the Permit in a conspicuous place on the premises. A Permit is valid for one year from the date of issuance and must be renewed annually prior to its expiration in the same manner as initially obtained. Note that a Permit may be denied or revoked if convicted of a felony or crime of moral turpitude.
- Immediately report to the Commissioner of the Revenue the permanent closing of a business or any change of applicant contact information (mailing address, telephone number, email address, etc.).

APPLICANT INFORMATION			
Type of Application (check one):	<input type="checkbox"/> Initial Application		<input type="checkbox"/> Renewal Application
Applicant's Full Name:	First	Middle	Last Alias/Other Name(s)
Applicant's Date of Birth:		SSN:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Applicant's Home Address:			
Applicant's Email Address:			
Applicant's Business Location:			
Applicant's Employer:			
Federal EIN:	Type of Business:	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC	
Employer's Address:			
Employer's Telephone No.:		Fax:	
Employer's Email Address:			
ADDITIONAL DOCUMENTATION (see Instructions / Checklist for details)			
• Criminal History Record(s)	• Fingerprint Card(s)	• Written Report of inspection/approval of weighing devices	
CERTIFICATION			
<p>The owner must sign and date this form. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)</p> <p><i>I, the undersigned, do swear or affirm under penalty of perjury: (1) that the information herein is true, complete, and correct to the best of my knowledge and belief; (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign on behalf of the Business; and (3) that I HAVE NOT, within the last seven (7) years, been convicted, pleaded nolo contendere, or suffered a forfeiture on any felony charge or crime of moral turpitude.</i></p>			
Signature of Owner/Authorized Person		Print Name <u>and</u> Title or Capacity for Signing	
		Date	
*** FOR OFFICE USE ONLY ***			
SHERIFF _____ [Initials] <input type="checkbox"/> Permit Application <input type="checkbox"/> Fingerprint Card(s) & <input type="checkbox"/> Criminal History Record(s) for: _____ _____ _____ _____	COMMISSIONER OF THE REVENUE _____ [Initials] <input type="checkbox"/> Permit Application <input type="checkbox"/> \$200 Application Fee <input type="checkbox"/> Weighing Device(s) Approval Evidence Date Permit Issued: _____ Date Permit Expires: _____ <input type="checkbox"/> Applicant stated Bond / LOC sent to VA Treasurer		

Revised: 8/2025