

**CURRENT FEES FOR  
PRECIOUS METAL & GEM DEALER APPLICATION  
AND  
EMPLOYEE APPLICATION**

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EFFECTIVE JULY 1, 2009

**Initial Licensure:**

Application/Investigation Fee	\$ 225.00
License Fee	200.00
<hr/>	
Total	\$ 425.00

**Additional Location:**

License Fee	\$ 200.00
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**Precious Metal Employee:**

License Fee	\$ 100.00
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PLEASE SUBMIT ALL FEES IN ONE CHECK OR MONEY ORDER

Make payable to the Oklahoma Department of Consumer Credit (OKDOCC)



STATE OF OKLAHOMA  
DEPARTMENT OF CONSUMER CREDIT

## NOTICE

The State of Oklahoma recently passed an immigration bill known as House Bill 1804, the Oklahoma Taxpayer and Citizen Protection Act of 2007. This bill went into effect on November 1, 2007.

One of the provisions of the bill is the requirement that all natural persons, including Sole Proprietorships, obtaining a license from all State Agencies must show lawful presence in the United States.

Attached are two affidavits (each person will choose one of these to sign):

- If you are a United States citizen, you will sign Form 1
- If you are a qualified alien and you can prove you are in the United States lawfully under the Federal Immigration and Naturalization Act, you will sign Form 2

**You are either a citizen OR a qualified alien -- please do not submit both forms.** Make additional copies of the forms as needed. These affidavits must be notarized. We cannot accept faxed or emailed copies of these forms. You will need to mail them to us. **Under Oklahoma law, we cannot issue your license without the proper affidavit(s).** United States citizens are not required to submit a new affidavit for license renewals. Qualified aliens must submit a new affidavit for each license renewal.

This is a requirement of the State of Oklahoma; our Department has no authority to address it. If you need further information, you may review the text of the bill by visiting the following web link:

<http://www.oscn.net/applications/oscn/deliverdocument.asp?id=448995&hits>

As always, we appreciate your spirit of cooperation.

Oklahoma Department of Consumer Credit

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Form 1 - For U. S. Citizens

Section A (Applicant Information)

Affidavit of:

\_\_\_\_\_  
Name of Individual Applicant

\_\_\_\_\_  
Company Name

Section B (Notary Public)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of lawful age, being first duly  
Printed Name of Individual Applicant  
sworn, upon oath states under penalty of perjury as follows:

I am a United States citizen.

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Seal)

\_\_\_\_\_  
Commission Number

\_\_\_\_\_  
My Commission Expires

Oklahoma Department of Consumer Credit

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Form 2 - For Qualified Aliens

Section A (Applicant's Information)

Please type or print clearly. You must include a copy of both the front and back of your green card with this form.

Full Legal Name of Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Nationality: \_\_\_\_\_

Company Name: \_\_\_\_\_

Section B (Notary)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of lawful age, being first duly sworn, upon oath  
Printed Name of Individual Applicant  
states under penalty of perjury as follows:

I am a qualified alien under the Federal Immigration and Naturalization Act, and I am lawfully present in the United States.

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Seal)

\_\_\_\_\_  
Commission Number

\_\_\_\_\_  
My Commission Expires

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## **LICENSE APPLICATION INSTRUCTIONS**

To make application for an Oklahoma Precious Metal and Gem Dealer License, all prescribed forms and additional required exhibits must be fully completed and mailed or delivered to:

**Oklahoma Department of Consumer Credit  
4545 N. Lincoln Blvd., Suite 164  
Oklahoma City, OK 73105-3408**

All fees required must be submitted with the application. Upon receipt of a **complete package**, a staff member will carefully review all documents and an independent investigation will be made into the experience, character and general fitness of the applicant(s). All applications are reviewed in the order in which they are received.

### **A complete application package for a Precious Metal & Gem Dealer license is composed of:**

- I. **APPLICATION:** These pages are for information on the business to be licensed, including mailing address, location, ownership, etc. Complete all sections that apply. Be sure to sign and notarize.
- II. **PRECIOUS METAL & GEM DEALER BOND:** This is for your required bond of \$10,000.00 (Ten Thousand Dollars) for each license. Be sure to include a copy of the bond with your application.
- III. **PRECIOUS METAL EMPLOYEE APPLICATION FORM:** This page is for information on the employee to be licensed, including mailing address. Complete all sections that apply. Be sure to sign and notarize.
- IV. **A COPY OF ALL BASIC DOCUMENTS ESTABLISHING THE ENTITY:**
  - A. **Sole Proprietorship:**
    1. A copy of the Certificate of Fictitious Name.
  - B. **General Partnerships:**
    1. A copy of the partnership agreement signed by all parties involved.
    2. If the partnership does business under an assumed or fictitious name, supply a copy of a Certificate of Fictitious Name.
    3. A list of the names, addresses and telephone numbers of the partners.
  - C. **Limited Partnerships:**
    1. A copy of all documents submitted to the Office of the Oklahoma Secretary of State. Such copies must show the date the documents were filed.
    2. If the partnership does business under an assumed or fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
    3. A list of the names, addresses and telephone numbers of the partners.
  - D. **Limited Liability Companies:**
    1. A copy of the Articles of Organization and Certificate of Organization filed with the Secretary of State.
    2. If doing business using a fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
    3. A list of the names, addresses and telephone numbers of each major stockholder, officers and directors of the LLC.

**E. Domestic Corporations:**

1. A copy of the Articles of Incorporation and Certificate of Incorporation filed with the Secretary of State.
2. If doing business using a fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
3. A list of the names, addresses and telephone numbers of each major stockholder, officers and directors of the corporation.

**F. Foreign Corporations:**

1. A certificate duly executed prior to the filing of the application by the proper officer showing that the Applicant is authorized to transact business in the state of incorporation.
2. Specify the corporation's designated agent in Oklahoma, giving both name and address.
3. A copy of the Articles of Incorporation.
4. A Certificate of Authority issued by the Oklahoma Secretary of State.
5. If your business falls under one of the exemptions on the Secretary of State's instruction sheet, highlight the exemptions that apply and submit a copy with your application.
6. If doing business using a fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
7. A list of the names, addresses and telephone numbers of each major stockholder, officers and directors of the Foreign Corporation.

For information concerning above items, contact:

**Oklahoma Secretary of State  
2300 N. Lincoln Blvd., Room 101  
Oklahoma City, OK 73105  
(405) 521-3912**

- V. **FINGERPRINTS AND PHOTO ID:** A full set of fingerprints and one photo are required on the owner, if a sole proprietorship; on each partner, if a partnership; on each officer and director, if a corporation; and on each member, if a limited liability company.
- VI. **STATUTORY FEE FOR INVESTIGATION AND LICENSE:** When making an application for a license, the Applicant shall pay \$225.00 (TWO HUNDRED TWENTY-FIVE DOLLARS) non-refundable investigation fee plus \$200.00 (TWO HUNDRED DOLLARS) for each license as the annual fee provided in the Oklahoma Precious Metal and Gem Dealers Act for the current calendar year. The annual fee for each employee authorized to handle used precious metals or gems for the dealer will be \$100.00 (ONE HUNDRED DOLLARS).

**PLEASE RETAIN INSTRUCTIONS FOR FUTURE REFERENCE**

## **LICENSE FEES AND RENEWAL REQUIREMENTS**

When investigation, analysis, and approval of the application is complete, your license will be mailed to the designated address on the application for branch locations.

This license is to be prominently displayed in the licensed office so long as the licensee operates under the Precious Metal and Gem Dealers Act.

Annual renewal of the license is the responsibility of each licensee. The licensee is to submit annually a renewal fee of \$200.00 (TWO HUNDRED DOLLARS). An annual renewal fee of \$100.00 (ONE HUNDREDDOLLARS) must be submitted for each employee. This renewal fee is to be submitted prior to December 1st of each year and in no instance later than FIFTEEN (15) DAYS after which written notification from the Administrator that the renewal fee has not been received.

## **LICENSEE CHANGES**

Licenses issued under the Oklahoma Precious Metal and Gem Dealers Act are issued on the basis of representations made on the application and supporting documents. Any substantial change in the information included in the application must be reported to the Administrator immediately.

If any material misrepresentations or unreported changes of circumstances are subsequently discovered, the license is subject to revocation after it has been issued.

Changes in location, ownership, partners, and in the principal parties at interest in a corporation must be submitted in writing for approval Thirty (30) Days prior to the effective date of the change.

## **LICENSE APPLICATION CHECKLIST**

The checklist below is provided to help ensure that you submit a complete application.

### **TASKS TO BE COMPLETED:**

- I. **APPLICATION - SIGNED AND NOTARIZED**
- II. **APPOINTMENT OF DESIGNATED AGENT**
- III. **DOCUMENTS ESTABLISHING ENTITY:**
  - a. **SOLE PROPRIETORSHIP INFORMATION**
  - b. **PARTNERSHIP INFORMATION (IF APPLICABLE)**
  - c. **DOMESTIC CORPORATION INFORMATION (IF APPLICABLE)**
  - d. **LIMITED LIABILITY INFORMATION (IF APPLICABLE)**
  - e. **FOREIGN CORPORATION INFORMATION (IF APPLICABLE)**
- IV. **A FULL SET OF FINGERPRINTS AND PHOTO ID**
- V. **STATUTORY FEES FOR INVESTIGATION AND FOR LICENSE**
- VI. **SURETY BOND - BE SURE ALL SIGNATURES ARE PRESENT**

Please contact the Oklahoma Department of Commerce for information regarding additional licensing you may need at 1 (800) 879-6552 or visit their website at <http://www.okcommerce.gov/Start-A-Business/Start-Or-Register-A-Business>



**APPLICATION FOR PRECIOUS METAL AND GEM DEALERS LICENSE**

**BEFORE THE ADMINISTRATOR )  
OF THE DEPARTMENT OF )  
CONSUMER CREDIT OF T HE )  
STATE OF OKLAHOMA IN T HE )  
MATTER OF THE APPLICATION )  
OF: )  
\_\_\_\_\_ )**

Name of business to be licensed

This application will not be processed unless accompanied by all required exhibits and the statutory fees as follows:

- A. \$225.00 (TWO HUNDRED TWENTY FIVE DOLLARS) non-refundable investigation fee and \$200.00 (TWO HUNDREDDOLLARS) for each license annually provided.
- B. Every Applicant shall file herewith a bond in the amount \$10,000.00 (TEN THOUSAND DOLLARS) for each license sought.

**Pursuant to, and in accordance with the provisions of the Oklahoma Precious Metal and Gem Dealers Act, and for the purposes in said law set forth,**

\_\_\_\_\_  
Name of Applicant

HTTP:// \_\_\_\_\_  
Website

\_\_\_\_\_  
E-Mail

**I am** *(please check your applicable category)*

\_\_\_ A Person, \_\_\_ Association, \_\_\_ Joint Stock Company or Trust, \_\_\_ Co-Partnership,  
\_\_\_ Corporation, \_\_\_ or Limited Liability Company

**With the principal office and/or mailing address located:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Facsimile

Hereby applies to the Administrator of the Department of Consumer Credit of the State of Oklahoma, for a Precious Metal and Gem Dealer License for the calendar year ending December 31, \_\_\_\_\_, at the following location;

\_\_\_\_\_  
Street Address of Business Location

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Facsimile

**For the purpose of securing same, applicant makes the foregoing and following sworn statements of fact:**

**DESIGNATED AGENT:**

Full Name	Telephone Number
Address	City, State and Zip

A resident of the State of Oklahoma as agent upon whom may be served all judicial and other process or legal notice directed to this applicant.

A. To be completed only if the applicant is an individual:

Full Name
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B. To be completed only if the applicant is a partnership:

Full Name of Partner	Full Name of Partner
Full Name of Partner	Full Name of Partner

Have Articles of Limited Partnership been filed with the Secretary of State? Yes\_\_\_ No\_\_\_

C. To be completed only if applicant is a limited liability company:

Full Name of Member	Full Name of Member
Full Name of Member	Full Name of Member

Have Articles of Limited Liability been filed with the Secretary of State? Yes\_\_\_ No\_\_\_

D. To be completed only if applicant is a corporation, association, joint stock company or trust:

**OFFICERS:**

Full Name of President	Full Name of Vice President
Full Name of Treasurer	Full Name of Secretary

**DIRECTORS AND TRUSTEES:**

Full Name of Director/Trustee	Full Name of Director/Trustee
Full Name of Director/Trustee	Full Name of Director/Trustee

*Note: If there are additional officers, directors or trustees, please specify using additional sheets if necessary.*

**NAME AND RESIDENCE ADDRESS OF EACH OFFICER OR MAJOR STOCKHOLDER:**

Name	Address
City, State and Zip	
Name	Address
City, State and Zip	
Name	Address
City, State and Zip	

1. Have you ever entered a plea of guilty or nolo contendere to, or been convicted of a felony or a misdemeanor other than a traffic violation?  Yes  No  
 (If yes, furnish details. Attach extra sheets if necessary)

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2. Are there any legal or administrative actions or proceedings pending against you?  Yes  No  
 (If yes, furnish details. Attach extra sheets if necessary)

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In the event of the issuance of this license, applicant will abide by all rules and regulations issued by the Administrator and applicant hereby agrees that in the event of any significant change in the facts stated in the application, a statement or memorandum of said change will, within THIRTY (30) DAYS thereafter, be forwarded to the Administrator, setting forth the change made and the names of the persons involved therein.

Notary Public

Before me, the undersigned, personally appeared and being first duly sworn states that the applicant has executed this application this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and acknowledges that applicant is duly authorized to execute the application, and that all statements and representations made are true and correct to the best of applicant's knowledge and belief, and that all statements and supporting schedules are made for the purpose of inducing the Administrator of the Department of Consumer Credit of the State of Oklahoma to grant said application.

\_\_\_\_\_  
 Name of Applicant

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Name of Additional Applicant

\_\_\_\_\_  
 Signature of Additional Applicant

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Commission Number

\_\_\_\_\_  
 My Commission Expires

**PRECIOUS METAL AND GEM DEALERS EMPLOYEE APPLICATION**

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Resident Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Telephone

Licensed Precious Metal and Gem Dealer Employed with:

Company Name: \_\_\_\_\_

License Number: \_\_\_\_\_

**Annual Fee of \$100.00 (ONE HUNDRED DOLLARS)**

Notary Public

Before me, the undersigned, personally appeared and being first duly sworn states that he/she has the authority to agree to the above, understands the same, and that the statements contained herein above are true and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
My Commission Expires