



## HOW DO I GET MY LICENSE?

The following steps are required in order to obtain a Precious Metals Dealer License within the Town of Pantego. Please follow the steps in the order provided. Failure to overlook a step will require that you complete the overlooked step in order to obtain your license.

STEP #	Required action
1	Obtain an Application for Precious Metals Dealer from the Town of Pantego located at 1614 S. Bowen Rd., Pantego, TX 76013. 817-274-1381. <b>ALL FEES MUST BE PAID <u>BEFORE</u> APPLICATION CAN BE PROCESSED.</b>
2	Complete all required information on the application.
3	Obtain a Criminal History Report from an independent background investigation company for each employee operating under this license.
4	Return the completed Application and the Criminal History Report to the Pantego Police Department. <b><u>A photo copy of ALL documents required under this application including a copy of all criminal history background reports must be provided at time of application submission.</u></b>
5	The Pantego Police Department will review the application and Criminal History Reports and approve or deny the application within ten (10) business days.
6	If the application is approved the applicant will be contacted by phone and asked to return to the Town of Pantego Town Hall to obtain the license. If the application is denied the applicant will be provided with a written explanation of the reasons for denial and the process for appealing the decision.

**DETACH AND RETAIN THIS PAGE FOR FUTURE REFERENCE**



# Town of Pantego

## APPLICATION FOR PRECIOUS METALS DEALER LICENSE ORDINANCE 14-746

Check License Type:  Annual (\$100.00 annually)  Temporary (\$25.00 for 10 days)

### SECTION 1 - Business Contact Information

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Email Contact

\_\_\_\_\_  
Business Operating Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Business Fax

\_\_\_\_\_  
Principal Agent/Owner's Name

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Agent/Owner's Home Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Applicant's Name (if different from above)

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Business Fax

\_\_\_\_\_  
Applicant's Home Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
ZIP Code

### THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION:

1. A CLEAR PHOTOCOPY OF APPLICANT'S VALID GOVERNMENT DRIVER'S LICENSE OR IDENTIFICATION CARD;
2. COPY OF THE CERTIFICATION OF REGISTRATION ISSUED BY THE OFFICE OF CONSUMER CREDIT COMMISSIONER OF THE STATE OF TEXAS (CH. 1956 TEXAS OCCUPATIONS CODE, REGISTRATION REQUIREMENTS AND PROCESSES ARE PROVIDED UNDER 7 TEXAS ADMINISTRATIVE CODE CH. 85 SUBSECTION B);
3. PROOF OF CERTIFICATE OF SCALES FROM THE TEXAS DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES DIVISION;
4. ASSUMED NAMES CERTIFICATE ISSUED BY TARRANT COUNTY;
5. COPY OF CERTIFICATE OF OCCUPANCY ISSUED BY THE TOWN OF PANTEGO.
6. A CRIMINAL HISTROY REPORT OF THE APPLICANT AND ALL EMPLOYEES WORKING UNDER THIS LICENSE AND THE PERSON RESPONSIBLE FOR THE ON-SITE DAY-TO-DAY OPERATION OF THE APPLICANTS REGISTERED LOCATION.





Pantego Police Department

2600 Miller Ln., Pantego, TX 76013

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

All fees are to be remitted at Pantego Town Hall, 1614 S. Bowen Rd., Pantego, TX 76013, (817) 274-1381

**ALL FEES MUST BE PAID BEFORE APPLICATION CAN BE PROCESSED.**

Annual License Fee: \$100.00

Temporary License Fee: \$25.00 (good for ten days)

Total Fees: \_\_\_\_\_

How Paid:  Check# \_\_\_\_\_  Cash  Credit Card#: \_\_\_\_\_

Signature of Town Clerk \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE. FOR POLICE DEPARTMENT USE ONLY**

**FOR POLICE DEPARTMENT USE ONLY**

<input type="checkbox"/> Clear Open Records Check
<input type="checkbox"/> Open Records Check Attached for Chief Review
<input type="checkbox"/> Clear Criminal History Check
<input type="checkbox"/> Criminal History Check Attached for Chief Review
<input type="checkbox"/> Approved Application
<input type="checkbox"/> Denied Application. Denial Letter Mailed: (date and Staff Initials)

**\*\*Applications will be reviewed and approved, or denied within ten (10) business days. Please contact the Pantego Police Department if you have questions regarding the application process.**



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## **SECTION 8 – Criminal History Report**

Town of Pantego Ordinance 14-746 requires that an applicant for a precious metals dealer license must provide a “Copy of criminal history of applicant and all employees working under this license and the person responsible for the on-site day to day operation of the applicants registered location.” Neither the Town of nor the Pantego Police Department provides non law enforcement criminal history information for precious metals dealer licenses. Applicants must obtain criminal history information from an outside party who is authorized to provide criminal history information to the public. The Pantego Police Department will then review the provided criminal history information and determine qualification for issuance of a permit.

Neither the Town of Pantego nor the Pantego Police Department recommends a source for obtaining a criminal history report; however, applicants can, at their own discretion, obtain a criminal history report from Identogo. Applicants must schedule an appointment to obtain a criminal history background statement. Scheduling can be accomplished online or by phone. A separate fee will be charged by Identogo for each criminal history statement.

### **Online Scheduling**

1. Logon to: <http://www.identogo.com>
2. Select: Texas
3. Select: Online Scheduling
4. Select: English or Spanish
5. Enter: First and Last Name
6. Select: All others
7. Select: Option A-Electronic Submission
8. Select: ‘No I do not have a FAST Fingerprint Pass’
9. Select: Other purposes - Personal Review
10. Follow the prompts to enter requested information

### **Telephone Scheduling**

Applicants can call 1-888-467-2080 and an operator will walk you through the steps for enrollment.

Identogo  
1601 E. Lamar Blvd., Suite 118A  
Arlington, Texas 76011