



CROMWELL POLICE DEPARTMENT

*Denise Lamontagne
Chief of Police*

PROCEDURE FOR PRECIOUS METALS PERMIT

- 1) APPLICATION FOR LICENSE MUST BE NOTARIZED PRIOR TO SUBMISSION.
- 2) COPY OF VALID PHOTO ID TO BE INCLUDED AT TIME OF APPLICATION.
- 3) \$10.00 FEE TO BE PAID AT TIME OF APPLICATION AND THERE IS AN ANNUAL RENEWAL FEE OF \$10.00.
- 4) FBI AND STATE FINGERPRINT CARDS TO BE MADE OUT AND MAILED FOR CLEARANCE.
 - **\$16.50 PROCESSING FEE** - MONEY ORDER OR CERTIFIED BANK CHECK TO BE MADE OUT TO "**TREASURER - STATE OF CT**" FOR FBI FINGERPRINT CARD FEE AT TIME OF APPLICATION.
 - **\$50.00 PROCESSING FEE** - MONEY ORDER OR CERTIFIED BANK CHECK TO BE MADE OUT TO "**TREASURER - STATE OF CT**" FOR STATE FINGERPRINT CARD FEE AT TIME OF APPLICATION.
- 5) PURSUANT TO SECTION 21-100 OF THE CONNECTICUT GENERAL STATUTES, THE CHIEF OF POLICE, IN HIS SOLE DISCRETION, MAY ISSUE A LICENSE. NO LICENSE SHALL BE ISSUED TO ANY PERSON WHO HAS BEEN CONVICTED OF A FELONY. A LICENSE ISSUED SHALL BE REVOCABLE "FOR CAUSE." ALL PAY OUTS FOR PURCHASES ARE BY CHECK OR MONEY ORDER AND THE CHECK CANNOT BE CASHED BY THE LICENSEE BUSINESS OR ON THE PREMISES.
- 6) REQUIREMENTS:
 - Date and time item purchased must be recorded. Purchased items must be held intact for a minimum of twenty-one (21) days.
 - A digital photograph must be taken of the purchased item and attached to a spreadsheet or database file approved by the Chief of Police describing the item in full detail and the individual selling the item. The photograph and description shall be transmitted to the Cromwell Police Department in accordance with the Connecticut General Statutes.

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- Price paid for purchased item.
- Positive identification of the person involved in each transaction, including the name and address of the person selling the goods must be included (a photocopy of a valid driver's or similar proof of his or her identity that includes a photograph of the person and his or her address. A digital photograph must be taken of the individual selling the item. This positive identification must be held on file for at least one year.
- Submit all information electronically to police upon request from the Cromwell Police Department or any employee or agent thereof, and must be submitted to the department on a weekly basis in accordance with the Connecticut General Statutes.
- All employees are subject to a criminal records check.
- Name all principals in business.
- Specify all storage areas for the business, which shall be open for random inspections, including but not limited to those by the Cromwell Police Department.