

City of Chelsea Precious Metal and Gem Policy

Policy

The City of Chelsea requires a completed and City-approved Precious Metal and Gem application for the dealer and the employees registration forms. This Policy shall be executed in accordance with the City's Precious Metal and Gem permit procedure.

Procedure

An application for a Precious Metal and Gem Dealer and/or Employee Registration can be downloaded from the city website or obtained from the City of Chelsea offices. There is a ten-business day review period from the date of submitting application to the date of approval or denial. There is a \$50 non-refundable application-processing fee due at the time you submit the application.

Application Submission

- The organization's applicant should obtain and submit an application
- The organization shall submit an Employee Registration form
- The organization's applicant should pay the application processing fee and obtain the receipt
- The City Clerk will verify that the applicant has included all the required documentation with the application:
 1. Proof of a background check from:
<http://apps.michigan.gov/ICHAT/Home.aspx>
 - ▲ The Criminal History Report must be less than 30 days old
 - ▲ a Criminal History Report must be submitted for each individual
 2. A local background check on each individual
 3. A copy of the driver's license or state-issued ID of each applicant to the application
 4. The application processing receipt

Application Processing

The City Office front desk staff collects \$50 application-processing fee from the applicant at the time they appear to submit their application. Application processing fees are recognized as Business License/Permit revenues under account 101.000.451000 (M101H). The City Office front desk staff attaches a copy of the receipt directly to the application. The City Office staff then directs the applicant to the City Clerk's office to review the application and supporting documentation. If the application documentation is not complete, the City Clerk will deny the application pending submission of all required documentation. The applicant may re-submit the application, but will be required to pay another application fee at the time of submission.

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The Police department reviews the completed application with the supporting documentation and approves or denies the application. The Police Department clerk contacts the applicant with the status of their application and, if approved:

The Police Department clerk then forwards two information packages to the City Office. The Police Department clerk provides one package containing the completed application, documentation, and copies of the licenses (if approved) to the City Clerk. The Police Department clerk provides a second package to the City Office front desk staff. The second package contains a copy of the application, and copies of the approved licenses (if approved).

Denied Applications

The City Office front desk staff holds the second package for the applicant until pickup. At the time of pickup, the City Office front desk staff can provide applications that the Police Department has denied directly to the applicant. The City Clerk files the denied application and supporting documentation.

Approved Applications

The City Office front desk staff holds the second package for the applicant until pickup.