

Gwinnett County Sheriff's Office

Secondary Metals Recycler Registration Checklist

Pursuant to O.C.G.A. § 10-1-359.1, secondary metals recyclers who purchase regulated metal property in any quantity must register with the appropriate Sheriff's office or offices.

To Determine the County of Registration

- **LEGAL ENTITY (e.g. Business, Corporation, or Partnership)**
You must register with the Sheriff in each county where you maintain a place of business. If you maintain a place of business in more than one county, you must file a separate registration form for each business location.
- **INDIVIDUAL/SOLE PROPRIETOR (Georgia Resident)**
You must register in the county where you reside.
- **INDIVIDUAL/SOLE PROPRIETOR (Non-Resident of Georgia)**
You must register in the county where you primarily engage or intend to engage in business as a secondary metals recycler.

The Registration Process

- Obtain a copy of the *Secondary Metals Recycler Registration* form by visiting the Gwinnett County Sheriff Office
- Complete and submit the registration form *in person* to the appropriate Sheriff's office or offices.
- Application for registration must include:
 - Non-Refundable Registration Fee.** Submit payment of \$200 with the registration form. Payment must be made in the form of cash, money order or cashier's check payable to the Gwinnett County Sheriff's Office.
 - Identification**
 - Background Check.** Applicable to any person applying in this county as a new Registered Agent on or after July 1, 2023 –OR—any Registered Agent of an existing Secondary Metals Recycler whose registration is expired as of July 1, 2023, or following any term thereafter, at a fee not to exceed \$75. Not applicable to renewals unless the registration is expired.
 - Current and Valid Business License or Occupational Tax Certificate,** if required in this jurisdiction.
 - GBI/LEADS Online Customer Identification Number. If you do not have an ID number contact 1-800-311-2656 or www.leadsonline.com to obtain an ID number.**
 - Citizenship / Qualified Alien Status.** If you are a qualified alien, your Secure and Verifiable documentation must be attached to the application.
- Read the instructions carefully and be familiar with the laws governing Secondary Metals Recyclers in the State of Georgia. Visit our website for information: <https://www.garecyclers.org/>

Call 770-619-6852 if you have any questions

This is an official form and can only be altered by the Sheriff in order to add information specific to his/her county

Instructions - Applicants requesting a GCIC fingerprint-based background check for Personal Request (GA Check Only)

**applicant is fingerprinted at a GAPS location as a personal request/applicant receives the results in the mail*

Step 1: Access the site- <https://fieldprintgeorgia.com/individuals>

Step 2: Click- Schedule Appointment

Step 3: Log-in or Sign-up (if this is your first time using the system, you will need to sign-up)

Step 4: Select the GBI tile-



Step 5: Select **Personal Request Background Check** and **Continue**.

Georgia Bureau of Investigation

Checks for Visa or Immigration	Contractors
Employment	International Adoption
Personal Request Background Check 	

Step 6: Enter Personal Information

Step 7: Enter Demographic Information

Step 8: Acknowledge Biometric Disclosure

Step 9: Acknowledge GA Privacy Statement

Step 10: Schedule an appointment

Step 11: Complete payment

Step 12: Review Confirmation

Once your request has been completed, the results of the GCIC background check and notarized certificates (one certificate for personal request) will be mailed to the mailing address entered at the time of registration. **The response time is approximately 7 - 14 business days**, which excludes holidays and weekends.

For other questions, contact our office Monday-Friday from 9am-4pm Est via email, GAApplicant@gbj.ga.gov, or phone at 404 244-2639, opt 2.