DEALER LICENSE PROCESS

Secondhand/Antiques/Junk/Gold, Silver or Precious Metals

Step 1. Call the Inspections Unit and schedule an appointment (865) 215-7379.
   Tuesdays  9:00am – 11:30am, 1:30pm – 3:00pm
   Thursdays 10:30am – 11:30am, 1:30pm – 3:00pm

Step 2. Bring to the appointment:
   A. A **completed application** (must be **notarized**), including:
      a. A copy of the City of Knoxville business license, if applicable.
      b. A copy of corporate charter, the business ID or tax account number issued by the State of Tennessee, if company is a corporation, LLC, limited partnership or limited liability partnership,
      c. Waiver signed by each applicant, applicant’s partners, or corporate officer allowing KPD to conduct background checks.
   B. If being fingerprinted during the appointment, bring two forms of government-issued ID:
      a. Driver license or passport
      b. Social security card
   C. If submitting a set of classifiable fingerprints from another agency, it must be accompanied by a legible photocopy of a government-issued photo ID (driver license or passport) and social security card.
   D. Cash or money order for $50 application fee

Step 3. You will be notified within 10 days of approval or denial.
Frequently Asked Questions

Do I need a Dealer’s License?
Pursuant to Knoxville City Code of Ordinances, Chapter 16, Section VII, a Dealer’s License is needed if the business purchases items such as precious metals, jewelry, coins, electronics, etc. Pawnshops do not need a Dealer’s License from the City of Knoxville. A more comprehensive explanation is detailed in the Code of Ordinances, which can be accessed here: http://library.municode.com/HTML/11098/level3/PTICOOR_CH16LIMIBURE_ARTVIIPAJU DEREBU.html#TOPTITLE.

Who can I call for information about the application process?
If there are any questions about the application process, obtaining fingerprints or a criminal background check, please contact the Knoxville Police Department’s Inspections Unit at (865) 215-7379.
The following link provides an explanation for the procedure for submitting the application and obtaining fingerprints and a criminal background check.:

What documents must be included in the completed application?
Documents which must be included in the completed application are listed on the application itself, which can be accessed here: http://www.cityofknoxville.org/kpd/dealer_license_form.pdf

How do I report information to LeadsOnline?
For information on how to establish an account with and report to LeadsOnline, follow this link: http://www.leadsonline.com/main/businesses/businesses.php or call LeadsOnline Support at 1-800-311-2656.

What must be reported to LeadsOnline?
A description of the item purchased and the customer’s information needs to be uploaded to LeadsOnline. Photos of all items purchased must be taken and maintained by the business. If you choose to upload photos to LeadsOnline, then the business will not have to maintain the photos on the premises.

What is the procedure to renew a Dealer’s License?
The renewal process is the same as the initial application process. The same completed application and applicable documents, along with the $50 fee, must be submitted prior to the expiration of the current Dealer’s License. The license holder will be notified by the Knoxville Police Department’s Inspections Unit when the expiration date is approaching.

Who can I call if I have questions about enforcement of this ordinance?
Questions about enforcement can be directed to the Knoxville Police Department’s Criminal Investigation Division at (865)215-7324.