

# PERSONAL HISTORY FORM

## Precious Metal and Gem and Secondhand Dealers



Business License Section  
 1333 NW Eastman Parkway  
 Gresham OR 97030-3813  
 (503) 618-2370

This form is required to be completed for **ALL** principals, and employees including any person directly engaged or employed in the management or operation of a Precious Metal and Gem or Secondhand Dealer business, including any owners and any shareholders with a 5% or greater interest in the applicant’s business. Each applicable individual’s Personal History Form must accompany the Precious Metal and Gem and Secondhand Dealer Application.

If the Applicant business is a publicly-traded company and listed on a major stock exchange, only the general manager of the business location applying for a permit and the manager overseeing the Secondhand Dealer or Precious Metal and Gem Dealer operations are required to be listed on the application.

This application should be used in conjunction with the following forms:

- ✓ Oregon State Police Criminal History Report issued within 30 days of the date the application and Personal History Form is submitted
- ✓ Precious Metal and Gem and Secondhand Dealer Permit Application and
- ✓ Business License application

Business Information			
Business Name			
Business Location Address			
Business Email		Business Phone	
Business Website			

Applicant Information					
Full Name					
Other Names Used					
Relationship to Business Entity	<input type="checkbox"/> Owner	<input type="checkbox"/> Partner	<input type="checkbox"/> Employee	<input type="checkbox"/> Manager	<input type="checkbox"/> Investor
Oregon Driver’s License # / ID		Date of Birth			
Home Address			Home Phone		
			Cell Phone		
Email Address					

**Record of Convictions**

**Have you ever been convicted of one of the following offenses:**

Any felony	Yes	No
Misdemeanor or violation involving bribery	Yes	No
Misdemeanor or violation involving controlled substances	Yes	No
Misdemeanor or violation involving deception, dishonesty, forgery, fraud	Yes	No
Misdemeanor or violation involving any attempt or conspiracy to commit any of these offenses.	Yes	No

I understand that, as a requirement for the applicant business to obtain a Precious Metal and Secondhand Dealer permit, my employer will obtain an Oregon State Police Open Records criminal history report on me. I understand that if my Open Records criminal history report shows that I have a history of any felony or any misdemeanor or violation involving bribery, controlled substances, deception, dishonesty, forgery, fraud, or any attempt or conspiracy to commit any of these offenses, then the application for a Precious Metal and Secondhand Dealer permit will be denied.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AUTHORIZE A CRIMINAL BACKGROUND CHECK TO BE PERFORMED ON ME.

The undersigned hereby states that the statements made in this application are true and correct to the best of his/her knowledge and belief and that this statement is executed with the knowledge that any false statement, misrepresentation, or failure to reveal information requested may be deemed sufficient cause for refusal to issue, for suspension or for revocation of a regulatory permit.

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OREGON STATE CRIMINAL HISTORY REPORT**

**ATTACH THE APPLICABLE OREGON STATE POLICE CRIMINAL HISTORY REPORT TO THIS PERSONAL HISTORY FORM. FAILURE TO ATTACH THE REPORT OR IF ANY REVISIONS OR TAMPERING WITH THE OREGON STATE POLICE CRIMINAL HISTORY REPORT WILL RESULT IN DENIAL OF THE APPLICANT'S PRECIOUS METAL AND SECONDHAND DEALER PERMIT.**

**CITY USE ONLY**

Authorized City Representative Initials: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Meets GRC 9.15.050(1)(d)

Fails to meet GRC 9.15.050(1)(d)