



# OFFICE OF THE SHERIFF

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**THIS INFORMATION BELOW WAS PROVIDED BY THE GEORGIA SHERIFF'S ASSOCIATION TO HELP SHERIFFS THROUGHOUT THE STATE TO BETTER UNDERSTAND AND PROPERLY IMPLEMENT THE REQUIRMENTS OF THIS NEW LAW.**

**Respectfully, Sheriff Randy Royal**

Date: June 26, 2012

Sheriffs,

The purpose of this email is to provide documents relevant to secondary metals recycler registration pursuant to O.C.G.A. § 10-1-350, and to **clarify questions** regarding the registration process. **Please be sure to pass this information along to your appropriate staff members.**

**Documents include:**

- *FINAL Secondary Metals Registration Form SOS2 06192012.* This is an updated version of the registration form providing larger field size to personalize the form.
- *Instructions for Secondary Metals Recycler Registration*
- *Secondary Metals Recycler Registration Fees; Action Required*
- *Secure and Verifiable Document List 08 05 11.* This provides a list of verifiable documents for confirmation of citizenship or qualified alien status as requested in the secondary metals registration form.

**Frequently Asked Questions**

**1. Who is considered a secondary metals recycler?**

A secondary metals recycler is any person who purchases secondary metals property which has served its original purpose. Therefore, this applies to the "metal recyclers" who purchase secondary metals, as well as individuals/businesses who buy old vehicles, 'scrap metal' from individuals/businesses, etc. See the definition of a secondary metals recycler.

***'Secondary metals recycler' means any person who is engaged, from a fixed location or otherwise, in the business in this state of paying compensation for regulated metal property that has served its original economic purpose, whether or not engaged in the business of performing the manufacturing process by which regulated metal property is converted into raw material products consisting of prepared grades and having an existing or potential economic value.***

**2. Does this include the individual who, a few times a year, buys scrap metal and takes it to the recycler to sale?**

Yes, according to the statute.

**3. Where do I remit the \$200 registration fee?**

Originally, you were advised to consult with your county commission to request approval to send \$100 to the county, and the remaining \$100 to the Georgia Sheriffs' Association to pay the Secretary of State to offset the costs associated with maintaining the statewide data base. Today, we have learned there are issues that must be resolved before the funds can be remitted. Therefore, until these issues are resolved, all monies collected should be remitted to your county commission.

**4. Who are the parties in the Memo of Understanding, referenced to in the memo dated June 19, 2012?**

The Memo of Understanding is between the Secretary of State and the Georgia Sheriffs' Association. It authorizes the Secretary of State to contract with the Association to collect monies for the database and maintenance. See the attached memo: *Secondary Metals Recycler Registration Fees; Action Required*

**5. The fields to personalize the registration form will not accommodate my information. Can I revise the form?**

This is an official document created by the Secretary of State and cannot be revised by any other entity except to individualize the form. However, the personalized fields have been further expanded for this purpose; a copy is attached. *FINAL Secondary Metals Registration Form SOS2 06192012*.

**6. How will the information be entered into the statewide data base?**

The GSA will notify the sheriffs once the database is activated and prepared for data entry. Demographic information will be entered by each sheriff's office into a web-based program. Details will be provided when the database is ready.

**7. What is the registration number on the bottom portion of the registration form?**

This number is created by the sheriff's office for internal use only.

**8. Are businesses required to post or have their registration paperwork on the premises?**

No. Remember this is not a license or permit; it is a registration process that collects data that is entered into a database as an investigative tool.

**9. Can I charge less than \$200?**

Yes, the law authorizes a charge of up to \$200. However, the Georgia Sheriffs' Association recommends charging the full amount to fund the creation and maintenance of the database.

**10. What do I do with the registration documents since the data base is not operational at this time?**

All registration documents are to be maintained by the sheriff's office. Do not forward to GSA upon the activation of the database; utilize these documents to enter the registration information.

**Additional information is forthcoming. Standby for future emails regarding the secondary metals recycler registration process.**