



## Registration Application for Secondhand Dealers and/or Secondary Metals Recyclers

DR-1S  
R. 11/12

Rule 12A-17.005  
Florida Administrative Code  
Effective 01/13

### Instructions

**A secondhand dealer, mail-in secondhand dealer, or secondary metals recycler must comply with the following before engaging in business in Florida**

Register with the Department of Revenue by completing a Registration Application (Form DR-1S) and paying the registration processing fee. Corporations, sole proprietorships, partnerships, joint ventures, and any other type of business entity must comply with these registration requirements.

Applicants who do not currently hold a current *Certificate of Registration for Secondhand Dealer or Secondary Metals Recycler* (Form DR-11S) and are submitting this application as a “new business” must undergo a background investigation by electronically submitting fingerprints to a Livescan service provider approved by the Florida Department of Law Enforcement (FDLE). A background investigation must be completed for each business owner, officer, member, director, stockholder, and partner, with a controlling interest in the company. Background investigation fees are paid directly to the Livescan service provider. (See details below).

Secondhand dealers must register at least one location (not a P.O. Box) in each county where you will purchase, consign, or trade secondhand goods, however, secondhand dealers who also conduct business at temporary locations (such as at trade shows, malls or hotel lobbies) in a county where you hold a current secondhand dealer registration, are NOT required to submit additional applications for each temporary business location. Secondary metals recyclers must register each business location.

Applicants may submit registration application(s) (Form DR-1S) to the Department of Revenue either before or soon after submitting your fingerprints to a Livescan service provider.

Certificates of Registration (Form DR-11S) are valid for one year October 1 – September 30th and must be renewed annually. The Department annually mails renewal forms to all registered certificate holders in August.

**Note:** A business that engages in “**pawnbroker**” activities or title loan transactions is not required to register as a secondhand dealer with the Department of Revenue. Pawnbrokers register with the Florida Department of Agriculture and Consumer Services. A business that engages in the business of acquiring salvaged or wrecked motor vehicles for the purpose of reselling them and their parts must register with the Department of Highway Safety and Motor Vehicles (DHSMV) for a **salvage motor vehicle dealer license**.

**Registration Fee (paid to the Department of Revenue):** The registration processing fee is \$6.00 for each location. For example, if you are registering three business locations, you must include fees for three registrations (3 x \$6.00 = \$18.00).

**Make your check payable to the Florida Department of Revenue. Mail your DR-1S application(s) and fee to:**

Account Management - Secondhand Dealer Unit  
Florida Department of Revenue  
5050 W. Tennessee St. - Mail Stop 1-5730  
Tallahassee FL 32399-0160

Visit [www.myflorida.com/dor](http://www.myflorida.com/dor) to print a registration application (Form DR-1S) or a registration package (Form GT-200405), and for additional information.

### Background Investigation Requirements

Applicants submitting an initial “new business” secondhand dealer, mail-in secondhand dealer, or secondary metals recycler registration are required to undergo a background investigation. However, business owners who hold an active *Certificate of Registration* (Form DR-11S) may submit registration applications (Form DR-1S) for additional locations without undergoing a background investigation.

Each business owner, officer, member, director, partner and stockholder with a controlling interest in the company must submit finger prints as part of the background investigation process. Applicants submit their finger prints electronically to a Livescan service provider approved by the Florida Department of Law Enforcement (FDLE).

Visit FDLE's website at [www.fdle.state.fl.us](http://www.fdle.state.fl.us) and click on “Request a Criminal History,” choose a service provider from the “Livescan Service Providers” link and complete the fingerprinting process.

The Florida Department of Revenue's Originating Agency Identification (ORI) number is:

**FL 921650Z**

**This number must be given to the Livescan service provider you choose.** Applicants are responsible for selecting an approved service provider, completing the fingerprint process, and providing the service provider with the Department's ORI number. If you do not provide the correct ORI number to the service provider when you submit your fingerprints, Revenue will not receive your investigation results.

**Background Investigation Fee (paid directly to the Livescan service provider):** The background investigation fee is paid directly to the Livescan service provider. The fee charged by each service provider varies. Choose a service provider listed on FDLE's website at: [www.fdle.state.fl.us](http://www.fdle.state.fl.us) and contact a service provider near you to complete the background investigation.

**Applicants located outside of Florida** should read *Electronic Fingerprint Procedures* (Form GT-200403) and follow the steps provided for applicants located outside Florida. These procedures are included in the Form GT-200405 registration package and also are posted on our website: [http://dor.myflorida.com/dor/taxes/secondhand\\_dealers\\_recyclers.html](http://dor.myflorida.com/dor/taxes/secondhand_dealers_recyclers.html).

**Employees** of secondhand dealers, main-in secondhand dealers, and/or secondary metals recyclers **with no controlling interest, financial or otherwise, do not have to undergo background investigations.**

**A director with no ability to control the company** may submit a letter signed by an active principal corporate officer (president, vice-president, secretary, or treasurer) attesting that the director in question is not required to submit to a background investigation because he or she is not an owner of any interest, financial or otherwise.



**Registration Application for Secondhand Dealers  
and/or Secondary Metals Recyclers**

**1. This application is for a:**

- Secondhand Dealer
- Mail-in Secondhand Dealer
- Secondary Metals Recycler

**2. This application is for a (check one):**

- a.  New business  Additional business location
- b. List current secondhand dealer registration number  
  -           -

\*\* Please Type or Print Clearly\*\*

<b>3. Legal name of corporation, individual owner, limited liability company, partnership, or other:</b>	<b>Owner's telephone number:</b> ( ) ( )
<b>4. Trade, fictitious, or "doing business as" name (if different than #3):</b>	<b>Business telephone number:</b> ( ) ( )
<b>5. Physical address of business.</b> Home-based businesses must provide your home address. Listing a post office box, private mailbox, or rural route number is not permitted.  <b>Street:</b> <b>City/State/ZIP:</b>	<b>Fax number:</b> ( ) ( )  <b>County:</b>
<b>6. Contact name (business owner or designee):</b>	<b>Contact telephone number:</b> ( ) ( )
<b>Mailing address (if different than physical address):</b> <b>Street:</b> <b>City/State/ZIP:</b>	
<b>E-mail address:</b>	Your e-mail address is treated as confidential information (s. 213.053, F.S.), and is not subject to disclosure of public records (s. 119.071, F.S.).

**7. List your sales and use tax number (your application cannot be processed without a sales and use tax number):**

-           -

**8. Business Entity Identification Number - Provide the Federal Employer Identification Number (FEIN) of the business or Social Security Number (SSN) \* of the owner/sole proprietor.**

- a. Federal Employer Identification Number (FEIN):   -
- or
- b. Social Security Number (SSN) of owner:    -   -

(If you are required to have an FEIN but have not yet been assigned one, you may call the Internal Revenue Service at 800-829-4933 to request one.)

\* Social security numbers (SSNs) are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under ss. 213.053 and 119.071, F.S., and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Visit our Internet site at [www.myflorida.com/dor](http://www.myflorida.com/dor) and select "Privacy Notice" for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

FOR DOR USE ONLY			
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	By: (User ID) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> month / day / year
<b>Business Partner No.</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>Contract Object (LO)</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		



**9. Business Structure and ownership (check one):**

- Sole proprietorship** - An unincorporated business that is owned by one individual.
- Partnership** - The relationship existing between two or more entities or individuals who join to carry on a trade or business. This includes a business jointly owned/operated by a husband and wife.  
Check one:
  - General partnership
  - Limited partnership
  - Joint venture
  - Married couple

- Corporation** - A person or group of people who incorporate by receiving a charter from their state's Secretary of State (includes professional service corporations).  
Check one:
  - C-corporation
  - S-corporation
  - Not-for-profit corporation
- Limited liability company** - Two or more entities (or individuals) who file articles of organization with their state's Secretary of State.  
Check one:
  - Single-member LLC
  - Multi-member LLC
- Check here if you elected to be treated as a corporation for federal income tax purposes.

**10. Corporations, partnerships, limited liability companies must provide the following:**

**a. Fiscal year ending date:** /  
month day

**b. Document/registration number issued by the Florida Secretary of State when the business was chartered or authorized to conduct business in Florida:**

**c. Date of incorporation, formation or organization, or date of authorization to conduct business in Florida:**

//  
month day year

**Note:**  
If you are not incorporated, chartered or registered to do business in Florida, you may be required to do so. For more information, go to the Florida Department of State's Internet site at [www.sunbiz.org](http://www.sunbiz.org) or call 850-488-9000.

**11 a.** If the business is incorporated in another state, provide the name of the state: \_\_\_\_\_

**b.** If the business is a corporation, provide the registered agent's contact information:

Registered agent's name: \_\_\_\_\_

Registered agent's street address: \_\_\_\_\_

Registered agent's City/State/ZIP: \_\_\_\_\_

Registered agent's telephone number (include area code) \_\_\_\_\_

**12. Ownership Information:** Provide the full name, title, FEIN or SSN (if an FEIN is not required for your business entity, the SSN of the owner is required), and address and telephone number of each corporate officer, owner, general partner, stockholder and/or director with a controlling interest. Make copies of this page if additional space is needed.

Name Title	SSN or FEIN	Street address City/State/ZIP or Foreign Country/Postal Code	Telephone number
_____ _____		_____ _____ _____	(____)____-____
_____ _____		_____ _____ _____	(____)____-____
_____ _____		_____ _____ _____	(____)____-____
_____ _____		_____ _____ _____	(____)____-____



## Definitions

### Chapter 538, Parts I-III, Florida Statutes

**Secondhand dealers** engage in the business of purchasing, consigning, or trading secondhand goods.  
(See s. 538.03, F.S., for the complete definition and exceptions to Chapter 538, F.S., requirements.)

**Note:** Persons in the business of buying, consigning or trading precious metals, including jewelry, should register as a secondhand dealer.

**Mail-in Secondhand Dealers** conduct business within Florida and contract with other persons or entities to buy precious metals or jewelry through an Internet website, the United States Post Office, or telemarketing.  
(See s. 538.31, F.S., for complete definition.)

**Secondary metals recyclers** engage from a fixed location, in the business of purchase transactions, or gathering or obtaining ferrous or nonferrous metals that have served their original economic purpose or have facilities for performing the manufacturing process by which ferrous metals or nonferrous metals are converted from raw material products consisting of prepared grades and having an existing or potential economic value. (See s. 538.18, F.S., for complete definition.)

**Note:** Salvage, scrap metal, and recycling centers are examples of businesses that must register as a secondary metals recycler. A business that acquires salvaged or wrecked motor vehicles for the purpose of reselling them and their parts must also register with the Department of Highway Safety and Motor Vehicles (DHSMV) for a **salvage motor vehicle dealer license**.

### You will NOT be issued a Certificate of Registration (Form DR-11S) if:

1. You are not registered to pay and file sales and use tax in Florida.
2. You are younger than 18 years old.
3. **You are applying for a Secondhand or Mail-in Secondhand Dealer license** and within the preceding 10 years, any business owner, officer, member, director, partner, and/or stockholder with a controlling interest in the company was convicted of, or entered a plea of guilty or nolo contendere to, or had adjudication withheld for, a crime against the laws of Florida or any other state in the United States relating to registration as a secondhand dealer or involving theft, larceny, dealing in stolen property, receiving stolen property, burglary, embezzlement, obtaining property by false pretenses, possession of altered property, any felony drug offense, any violation of s. 812.015, F.S., or any fraudulent dealing.
4. **You are applying for a Secondhand or Mail-in Secondhand Dealer license** and any business owner, officer, member, director, partner, and/or stockholder with a controlling interest in the company ever had a final judgment entered against them in civil action upon grounds of fraud, embezzlement, misrepresentation, or deceit.
5. **You are applying for a Secondary Metals Recycler license** and:
  - (A) Within the preceding 24 months, any business owner, officer, member, director, partner, and/or stockholder with a controlling interest in the company was convicted of, or entered a plea of guilty or nolo contendere to, a felony committed against the laws of Florida or any other state in the United States involving theft, larceny, dealing in stolen property, receiving stolen property, burglary, embezzlement, obtaining property by false pretenses, possession of altered property, any felony drug offense, or of knowingly or intentionally violating the laws of Florida relating to registration as a secondary metals recycler, or
  - (B) You are registering a business location that does not meet the definition of a "fixed location" in s. 538.18, F.S.

**Signature - Under the penalties of perjury, I declare that I have read this application and that the facts stated in it are true.**

_____ Signature of Applicant	_____ Title	_____ Date
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**This application cannot be processed if not signed by an owner, officer, member, partner, director, or stockholder with a controlling interest in the company.**

## Contact Us

Tax information, service center addresses and phone numbers, forms, and tutorials are available on our Internet site at: [www.myflorida.com/dor](http://www.myflorida.com/dor). To speak with a Department of Revenue representative, call Taxpayer Services, Monday through Friday, 8 a.m. to 7 p.m., ET, at 800-352-3671 or visit a Department of Revenue Service Center near you. Service centers are located throughout Florida. Visit our Internet site to find the address and phone number of the service center nearest you.