

**GEORGIA SHERIFFS' ASSOCIATION**  
**INSTRUCTIONS FOR**  
**SECONDARY METALS RECYCLERS REGISTRATION**  
**JUNE 15, 2012**

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Pursuant to O.C.G.A. § 10-1-360, secondary metals recyclers who purchase regulated metal property in any quantity *must register with the appropriate sheriff's office(s) beginning July 1, 2012.*

**REGISTRATION PROCESS**

Annually, the Office of Sheriff is required to register secondary metals recyclers doing business in the county, keep a record of each registration, and cause the registration information to be entered into a statewide data base searchable by all law enforcement agencies. The attached form, authorized by the Secretary of State, must be used for the registration process.

- Each sheriff's office must personalize the form in the designated areas.
- No additional changes can be made to the official document.
- Place the form on the sheriff's office website for access by secondary metals recyclers.
- The recycler must submit a completed registration form *in person* to the appropriate sheriff's office(s).
- Obtain a copy of the driver's license or other identification of the person submitting registration documents.
- If the recycler is a qualified alien, secure and verifiable documentation must be attached to the application. A list of verifiable documents is included with these instructions.
- Inform the recycler that pursuant to HB872, the statutes that pertain to secondary metals recyclers are: O.C.G.A. § 10-1-350 through O.C.G.A. § 10-3-363, O.C.G.A. § 40-3-36, and O.C.G.A. § 40-3-56. The recycler must be familiar with these statutes. The recycler can visit the Georgia Recyclers Association website to review a summary of relevant laws. This information is on the registration form.
- The sheriff's office must complete page 3 of the registration form.
- Annually collect a non-refundable registration fee of \$200, which must be remitted to the county governing authority. Registrations cannot be considered without full payment of \$200.
  - Note: Each sheriff will be asked to contact the board of commissioners in order to arrange for \$100 of the registration fee to be forwarded to the Georgia Sheriffs' Association to offset the cost of the statewide database maintained by the Secretary of State.
- Each registration is valid for a twelve month period beginning with the effective date of registration established by the sheriff's office once all registration requirements are met.
- The record of each registration will be entered into an electronic data base accessible statewide.  
**NOTE:** The data base *has not* yet been established. The sheriffs' offices will be notified by the Georgia Sheriffs' Association once the database becomes operational.

**HOW THE APPROPRIATE COUNTY OF REGISTRATION IS DETERMINED**

- **Business (Corporation or Partnership)**  
The recycler registering as a *business* must register with the sheriff in county where the place of operation is maintained. If the recycler maintains a place of operation in more than one county, he/she must register the business in each county.
- **Individual (Sole Proprietor)**  
An individual must register in the county where he/she resides.
- **Non-resident of Georgia**  
A recycler who is *not a resident* of Georgia must register in the county where he/she primarily engages or intends to operate as a secondary metals recycler.

If you have questions, feel free to contact Tonia Welch @ [twelch@georgiasheriffs.org](mailto:twelch@georgiasheriffs.org), 912-222-9099 or Oliver Hunter @ [ohunter@georgiasheriffs.org](mailto:ohunter@georgiasheriffs.org), 770-914-1076.