



DPS Processes for Metal Recycling Entities

User Guide



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About Metals

Metal Recycling Entities

Anyone operating as a metal recycling entity dealer within the state of Texas is required to register with the Department of Public Safety. For purposes of Chapter 1956, Occupations Code, the regulatory term for “second hand metal dealer” has changed to “metal recycling entity.” A metal recycling entity is a business predominantly engaged in performing the manufacturing process by which scrap, used, or obsolete metal is converted into raw material products consisting of prepared grades and having an existing or potential economic value, by methods including processing, sorting, cutting, classifying, cleaning, baling, wrapping, shredding, shearing, or changing the physical form of that metal. A metal recycling entity also could be a business that manufactures the raw material products from the recycling process into producer or consumer goods. The following exemptions apply:

Exempt:

- The purchase of regulated material by a manufacturer whose primary business was the manufacture of iron and steel products made from melting scrap iron and scrap steel.
- The purchase of regulated material from a public utility, or a manufacturing, industrial, commercial, retail, or other seller that sells regulated material in the ordinary course of the seller’s business.

Registration as a metal recycling entity shall last for two years and must be renewed on or before the expiration date if the registrant wishes to carry on as a metal recycling entity.

Local Regulatory Authority

Chapter 1956 allows a local government or political subdivision of the state to adopt a rule, charter, or ordinance or issue an order or impose standards that are more stringent than state law but do not conflict with it. Additionally, Chapter 1956 allows local governments or political subdivisions to issue licenses or permits to a business to allow the business to act as a metal recycling entity in that county or municipality.



Information Provided by Seller

A person attempting to sell regulated metal to a metal recycling entity is required to display personal identification and provide a description and license plate number of the vehicle used to transport the regulated material, and either:

- provide evidence in writing that the person was the legal owner or lawfully was entitled to sell the regulated material; or
- sign a written statement provided by the entity that the person legally owned or was entitled to sell the material offered for sale.

The recycling entity is required to visually verify and photocopy the seller's identification for record keeping purposes. Additionally, the entity is allowed to take a picture of the seller and the vehicle used to transport the material, a photo of which could be accepted in lieu of the description and license plate number, if the license plate number is clearly identifiable in the photo. The entity would not be required to make a copy of the identification if the seller:

- signed a written statement evidencing ownership or authority to sell the material; or
- provided this information previously, and the information has not changed.

A metal recycling entity is required to provide a notice in two inch lettering, warning a person who wishes to sell regulated metal that written proof of ownership is required by state law.

Records Retained

Each metal recycling entity must keep electronic records detailing all scrap metal received at that location and all scrap metal either processed at or dispatched from that location. All purchases of copper, brass, or aluminum material, regardless of weight, must be recorded by the recycling entity.

The details to be kept for scrap metal received are:

- a. The description and weight of the metal;
- b. The date and time of receipt of the metal;
- c. If the metal is received from another person, the name and address of that person;
- d. The price of the metal if it has been ascertained at the time the entry is made in the electronic file;
- e. If no price has been ascertained, the estimated value of the scrap metal;
- f. The registration mark of any mechanically propelled vehicle used to deliver the scrap metal.



The details to be kept for scrap metal processed or dispatched are:

- a. The description and weight of the metal;
- b. The date of processing or dispatch, and in the case of processing, the process applied;
- c. Where scrap metal is dispatched for sale or exchange, the name and address of the person to whom it is sold or with whom it is exchanged and the consideration for which it is sold or exchanged;
- d. Where scrap metal is dispatched or processed other than for sale or exchange, its estimated value before being dispatched or exchanged.
 - i. Entries must be made immediately upon receipt, processing, or dispatch and electronic records must be kept for two years following the last entry.
 - ii. Restrictions on sale or processing of regulated materials
 - iii. A metal recycling entity is restricted from disposing of, processing, selling, or removing from the premises an item of regulated metal unless:
 - the entity acquired the item more than 72 hours before the disposal, processing, sale, or removal; or
 - the entity purchased the item from a manufacturing, industrial, commercial, retail, or other seller that sells regulated material in the ordinary course of its business.

Any peace officer has a right at any reasonable time to inspect registered premises, records kept on the premises, and scrap metal kept on the premises. Peace officers may place on hold an item of regulated material in the possession of a recycling entity if the officer has reasonable suspicion to believe that the item was stolen. The hold lasts for 60 days, during which time the entity may not dispose of, process, sell, or remove the item from the purchased material unless the hold is released.

Limited Hours for Purchasing

A metal recycling entity is prevented from purchasing regulated material for more than 15 consecutive hours in one day or later than 9 p.m. Local governments or political subdivisions of the state of Texas are allowed, within these parameters, to establish the hours during which a metal recycling entity can purchase regulated material.



Criminal Offenses and Penalties

It is a criminal violation to knowingly provide false identification or information to an entity or knowingly record information known to be false in the entity's records.

A violation is a class A misdemeanor (up to one year in jail and/or a maximum fine of \$4,000) unless the defendant previously has been convicted of failure to comply with identification or recording requirements or buying or selling stolen regulated material, in which case the offense is a state-jail felony (180 days to two years in a state jail and an optional fine of up to \$10,000).

The purchase of stolen regulated material is a class A misdemeanor, unless the defendant previously has been convicted of failure to comply with identification or recording requirements or buying or selling stolen regulated material, in which case the offense is a state-jail felony.

The sale of stolen regulated material is a state-jail felony, unless the defendant previously has been convicted of failure to comply with identification or recording requirements or buying or selling stolen regulated material, in which case the offense is a third-degree felony (two to 10 years in prison and an optional fine of up to \$10,000).

A court may order an entity to cease doing business as a metal recycling entity for an offense under Chapter 1956. The order of closure is limited to 30 days for a first offense and 180 days if it has been shown that the entity previously was convicted under this section.

If conduct that constitutes an offense under this section also constitutes an offense under any other law, a person may be prosecuted under this section or the other law.



Accessing Metals Registration

New User Sign Up

Go to: <https://records.txdps.state.tx.us/DpsWebsite/Signup/PublicSite/Metals/index.aspx>

Participation in the Metals program requires the following steps:

1. Create a Public Site Account
2. Create a Dealer Account
3. Create a Location Certificate(s)

Create Your Account

The first step is to create a public site (user) account. Start by opening your browser. Both Netscape version 6 or higher and Internet Explorer version 6.0 or higher will work. The public site is not extensively tested with older browsers.

Once your browser is open, you need to enter the Texas Department of Public Safety address. Type <http://www.txdps.state.tx.us/RSD/metalsRegistration/index.htm> in the web browser address field, and then press the Enter key. The following steps guide you through the signup process.

1. Click *Register as a Metals Recycling Entity* under *Top Program Links*

—Top Program Links—

- ▶ Metals Registration Online
 - ▶ Register as a Metals Recycling Entity 
 - ▶ Renew a Metals Recycling Certificate
 - ▶ Application Status and / or Make A Payment
 - ▶ User Guide
- ▶ Required Ownership Document Information
- ▶ Law Enforcement Links
- ▶ Active Metals Recycling Entities (MREs)
- ▶ Metals Recycling Statement of Ownership
- ▶ Metals Glossary (PDF)
- ▶ Precious Metals



In order to apply for an account with the Metals Registration Program the following requirements must be met.

1. [Required Ownership Document](#).
2. Business Owner(s) must not have a [disqualifying criminal history record](#).

Please proceed if you meet all of the above requirements and have the following items ready

3. A valid e-mail address
4. A valid credit card (MasterCard, Visa, Discover or American Express)
 - o [Fee Schedule](#)
 - o All Fees are non-refundable.
5. Metal Recycling Entity and location(s) of business and contact person.
6. Location permits (if any) issued by the city and county in which business is conducted.
7. Information (including Driver's License and Date of Birth) on all Business Owner(s) listed in the Required Ownership Document and Statutory Agents in the organization.

The person or entity to whom any legal notice may be delivered at each location.

Privacy Policy

Sec. 559.003. RIGHT TO NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES.

- (a) Each state governmental body that collects information about an individual by means of a form that the individual completes and files with the governmental body in a paper format or in an electronic format on an Internet site shall prominently state, on the paper form and prominently post on the Internet site in connection with the electronic form, that:
1. with few exceptions, the individual is entitled on request to be informed about the information that the state governmental body collects about the individual;
 2. under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information; and
 3. under Section 559.004 of the Government Code, the individual is entitled to have the state governmental body correct information about the individual that is incorrect.

(b) Each state governmental body that collects information about an individual by means of an Internet site or that collects information about the computer network location or identity of a user of the Internet site shall prominently post on the Internet site what information is being collected through the site about the individual or about the computer network location or identity of a user of the site, including what information is being collected by means that are not obvious.

Found at: <http://www.statutes.legis.state.tx.us/docs/GV/htm/GV.559.htm>

Click **Proceed** at bottom right of page.



Enter information in all required fields to create your account.
Required fields have a red bar on the left side as shown in the sample field below

Create Your Account

Company Information
Company Name (Required)

Your Contact Information

Contact Name
Last Name (Required)
First Name (Required)
Middle Name
Enter a complete name.

Phone Numbers
 US Phone Number
 International Number
Phone (Required)
Phone (Extension)
Fax



Address Information

- US Address (Texas)
- US Address (Non-Texas)
- International Address

NOTE: Under the Mailing Address section, leave the **Same as Above** checkbox selected if your physical and mailing address are the same. If you click the box to uncheck it, you can enter a physical address.

Street (Required)

City (Required)

State (Required)

ZIP Code (Required)

Enter information in all required fields to create your account.
 Required fields have a red bar on the left side as shown in the sample fields above.

Physical Address

Same as above

Your User Account Contact Information

User ID
 The e-mail address entered will be the assigned User ID

E-Mail Address (Required)

E-Mail Address (Confirm)

User Password

Password (Required) [Requirements](#)

Password (Confirm)

Security Question
 Select a security question for future account verification.

Select a question (Required)

Enter your answer (Required)

[Create Account](#)



1. Click **Create Account** after entering information in all required fields.
The Metal Recycling Entity Information screen displays and you are automatically signed in with the account information you just entered.

Metal Recycling Entity Information

Your Metal Recycling Entity Information is the information for the primary business. If you have multiple locations that handle metals transactions, this would be the headquarters. The Metal Recycling Entity Information may or may not be a location that handles metals transactions.

Copy info from Account

Company Information

Business Type

In order to conduct business in the State of Texas, business owners must file the proper documentation with the State and/or County. As part of your Metals Registration Application, please select your business type [?] from the list below and be prepared to upload or fax the appropriate documentation.

Business Type

Corporation

Company Identification

Company Name (Required)

Federal Employer
Identification Number

Business Identification
Number

Comptroller Assigned
Number



Primary Contact

Contact Name

Last Name (Required)

First Name (Required)

Middle Name

Enter a complete name.

E-Mail

E-Mail Address (Required)

E-Mail Address (Confirm)

Phone Numbers

- US Phone Number
- International Number

Phone (Required)

Phone (Extension)

Fax

Address Information

- US Address (Texas)
- US Address (Non-Texas)
- International Address

Street (Required)

City (Required)

State (Required)

ZIP Code (Required)

Physical Address

- Same as above

[Continue >>](#)



Required Ownership Document

You can send your [Required Ownership Document](#) to TXDPS by uploading the document or faxing the document. Select one of the options below. If TXDPS does not receive a Required Ownership Document, the application will be considered incomplete.

Submit Document
Choose a method in which to submit your document to TXDPS

Submit Electronically

Submit via Fax

Upload Document
Upload the Required Ownership Document from your local machine

Document Number

Upload new document

[Next: Business Owner\(s\) >>](#)



Metal Recycling Entity (MRE) Business Owner(s)

Business owners include but are not limited to corporate officers, sole proprietors and partners listed on the ownership document. TXDPS will conduct a background check on each Business Owner as part of the application process.

Copy info from MRE Contact

Click here to fill out this page with previously entered information.

Business Owner Contact Information

Contact Name

Last Name (Required)

First Name (Required)

Middle Name

Enter a complete name.

Alternate Name

Your name will be used to perform a criminal history background check. If you are married and have a maiden name, please enter it here. If you have had a name change you may also enter it here.

Alternate or Maiden Name Only

Designation

Job Title

E-Mail

E-Mail Address (Required)

E-Mail Address (Confirm)

Phone Numbers

- US Phone Number
- International Number

Phone (Required)

Phone (Extension)

Fax



Address Information

US Address (Texas)
 US Address (Non-Texas)
 International Address

Street (Required)

City (Required)

State (Required)

ZIP Code (Required)

Physical Address

Same as above

Identification

Date of Birth (Required)

ID Type (Required)

ID State * (Required)

ID Number * (Required)

The Identification box must be filled in manually.



Save the information

[Cancel](#)

Metal Recycling Entity (MRE) Business Owner(s)

roz,nik	111 111-1111	Edit	Delete
---------	--------------	----------------------	------------------------

[Add New Business Owner](#)

[Next >>](#)

[View Instructions](#) | [View Application Summary](#)



Application Review

Please review the following information for accuracy. If you have any changes, you may make them at this time. Requirements for submission include Metal Recycling Entity information, at least one business owner.

Metal Recycling Entity Information

Your Metal Recycling Entity Information is the information for the primary business. If you have multiple locations that handle metals transactions, this would be the headquarters. The Metal Recycling Entity Information may or may not be a location that handles metals transactions.

Company Name roz

Address 100 street Austin, TX 78752 TRAVIS COUNTY

Phone 111 111-1111

Contact Person roz,nik

[Modify Metal Recycling Entity \(MRE\) Information](#)

Supporting Documents

Please upload or Fax (to 512-424-5849) a copy of your Required Ownership Document to TxDPS.

[Upload or Fax Document](#)

Business Owner Information

Business owners include but are not limited to corporate officers, sole proprietors and partners listed on the ownership document. TXDPS will conduct a background check on each Business Owner as part of the application process.

#	Name	Title	Phone	Edit	Delete
1	roz,nik		111 111-1111	Modify	Delete

[Add Additional Business Owner](#)

[Continue...](#)



Locations

A Location Certificate will be assigned to each physical location that performs metals transactions. This may or may not be the same as the primary company location. Each location entered will require a separate payment.

Copy Metal Recycling Entity (MRE) Company Information

Click here to fill out this page.

Company Identification
Company Name (Required)

Federal Employer
Identification Number

Business Identification
Number

Comptroller Assigned
Number

Location Hours
Operation Hours
(Required)

Location Hours box must be filled in manually.

Hours of Operation can be entered like: "M-F 9AM-5PM, SAT 9AM-1PM, SUN Closed"

Location Contact Person

Contact Name

Last Name (Required)

First Name (Required)

Middle Name

Enter a complete name.



E-Mail

E-Mail Address (Required)

E-Mail Address (Confirm)

Phone Numbers

- US Phone Number
- International Number

Phone (Required)

Phone (Extension)

Fax

Address Information

- US Address (Texas)
- US Address (Non-Texas)
- International Address

Street (Required)

City (Required)

State (Required)

ZIP Code (Required)

Physical Address

- Same as above

[Next: Location Permits >>](#)



Location Permits

The Location Permits section may be skipped if the business is not required by the city or county to hold additional permits

City Permit

Any license/permit issued by a municipality or political subdivision to a business to allow the business to act as a metal recycling entity.

Permit Number

Issuance Date

Expiration Date

Issuing Authority *

* Any county, municipality or political subdivision that issues permits to businesses allowing the business to act as a metal recycling entity.

County Permit

Any license/permit issued by a county to a business to allow the business to act as a metal recycling entity.

Permit Number

Issuance Date

Expiration Date

Issuing Authority *

* Any county, municipality or political subdivision that issues permits to businesses allowing the business to act as a metal recycling entity.

[<< Prev: Location Details](#)

[Next: Statutory Agent Information >>](#)



Location Statutory Agents

Statutory Agent - roz

A Statutory Agent is the person or entity to whom any legal notice may be delivered at each location.

Copy info from Location Contact

Contact Name

Last Name (Required)

First Name (Required)

Middle Name

Enter a complete name.

Designation

Job Title

E-Mail

E-Mail Address (Required)

E-Mail Address (Confirm)

Phone Numbers

- US Phone Number
- International Number

Phone (Required)

Phone (Extension)

Fax



Address Information

- US Address (Texas)
- US Address (Non-Texas)
- International Address

Street (Required)

City (Required)

State (Required)

ZIP Code (Required)

Physical Address

- Same as above

Identification

Date of Birth (Required)

ID Type (Required)

ID State * (Required)

ID Number * (Required)

[<< Prev: Location Permits](#)

[Next: Summary >>](#)



Application Review

Please review the following information for accuracy. If you have any changes, you may make them at this time. Requirements for submission include Metal Recycling Entity information, at least one business owner.

Your Application is now ready to be submitted. Please review your information and click "Submit Application".

Metal Recycling Entity Information

Your Metal Recycling Entity Information is the information for the primary business. If you have multiple locations that handle metals transactions, this would be the headquarters. The Metal Recycling Entity Information may or may not be a location that handles metals transactions.

Company Name roz

Address 100 street Austin, TX 78752 TRAVIS COUNTY

Phone 111 111-1111

Contact Person roz,nik

[Modify Metal Recycling Entity \(MRE\) Information](#)

Ownership Documents

Please upload or Fax (to 512-424-5849) a copy of your Required Ownership Document to TxDPS.

[Upload or Fax Document](#)

Business Owner Information

Business owners include but are not limited to corporate officers, sole proprietors and partners listed on the ownership document. TXDPS will conduct a background check on each Business Owner as part of the application process.

#	Name	Title	Phone	Edit	Delete
1	roz,nik		111 111-1111	Modify	Delete

[Add Additional Business Owner](#)

Location, Permit and Statutory Agent Information

A Location Certificate will be assigned to each physical location that performs metals transactions. This may or may not be the same as the primary company location. Each location entered will require a separate payment.

A Statutory Agent is the person or entity to whom any legal notice may be delivered at each location.

#	Location Details	Agent Details	
1	roz	roz,nik	
	100 street Austin, TX 78752 TRAVIS COUNTY (US)	100 street Austin, TX 78752 TRAVIS COUNTY (US)	
	111 111-1111	111 111-1111	
	Modify Location Details	Modify Agent Details	Remove Location

[Add Additional Location](#)

[Submit Application](#)



Business Owner Survey

Has any owner, proprietor, partner, member, or individual of the metals recycling entity ever been convicted of a felony or misdemeanor offense as outlined in Administrative Rule 36.15?

- No
- Yes

I have read the Rules and Regulations related to the Metal Recycling program and will comply with them should the registration application be approved. I have fully disclosed all owners of the entity and certify to the best of my knowledge, all information and statements on all application documents are true and correct. I understand that background checks will be conducted on all owners.

[Finish >>](#)



Metals Registration Application Payment

IMPORTANT: Payments are **non-refundable**.

Charges & Fees

Certificate New (Qty: 1): \$500.00

Online Fee: \$11.51

Total: 511.51

Cardholder's Information

Cardholder's name as it appears on Credit Card (Required)

Cardholder's Billing Address

Street Address (Required)

City (Required)

State (Required)

Zip Code (Required)

Credit Card

Card Type (Required)

Do not enter space/hyphen or any special characters in your credit card number.

Card Number (Required)

CVV (Required)

 [\(What is this?\)](#)

Expiration Month (Required)

Expiration Year (Required)

Continue with payment, I understand that all fees are non-refundable.

Submit Payment



10:06:11 AM 7/11/2014

Metals Registration Program

Confirmation

Your Application (# 0003741) Has Been Submitted

Please print this page for your records. This confirmation serves as a receipt of application and payment.

Company Name: roz
Billing Address: 100 street austin, TX 78752
Transaction Date: 7/11/2014
Payment Trace #: 405ME0000001542

Thank you for using the TXDPS Metals Registration Program online application. A non-refundable fee of \$511.51 has been charged to your credit card. Please print this receipt or write down your trace number if you have any questions regarding the payment for your online transaction.

You may return to the Metals Registration website to [check the status](#) of your application.

You will be receiving a confirmation email and periodic email notifications regarding the status of your application.



Print Certificate(s)

You can print location certificates after your application is accepted.

1. Go to the Texas DPS website.
<http://records.txdps.state.tx.us/DpsWebsite/Login.aspx>
2. Sign in using the **User ID** and **Password** you used to create your account.

Sign In

User ID

Password

- [Forgot your Password?](#)
- [Forgot your User ID?](#)
- [New Account](#)

The Metals Registration Program web page displays.

- Metals Registration Program**
- Home
- Maintenance Screens
- New User Signup
- Account Management**
- New User Sign up
- My Account
- Message Center
- Training Center
- Help & Support
- Additional Services**
- Criminal History Search
- Sex Offender Registry
- T.R.I.P.
- H.E.A.T.
- Metals Registration Program
- Other Services & Information

Metals Registration Program

Account Management

These links allow you to view your profile and manage your account. Information that you cannot update online must be submitted to DPS.

- [Metal Recycling Entity Info](#) - View MRE account information including contact information.
- [Print Certificates](#) - Print Certificates associated with your account.

Transactions

These links allow you to submit information to DPS and locate information you have previously submitted.

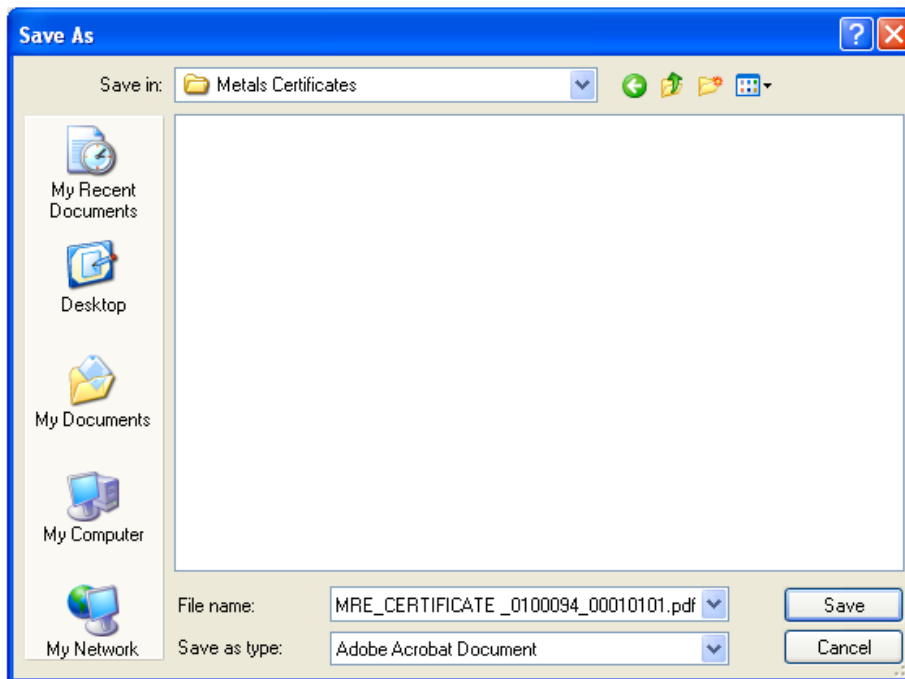
- [Add Transaction](#) - Submit individual transactions by entering the data directly to DPS.
- [Upload Transaction File](#) - Update a file containing multiple transactions.
- [Upload Transaction File Status](#) - View recently submitted information, including transaction files that have not yet processed.

Search & Reports

- [Recent Transactions](#) - View transactions you've recently added and modified.
- [Search for a Transaction](#) - Search for transactions that you have previously submitted. Recently submitted transactions may be modified from here.
- [Usage Statistics](#) - View recent activity done by you and other users in your organization.

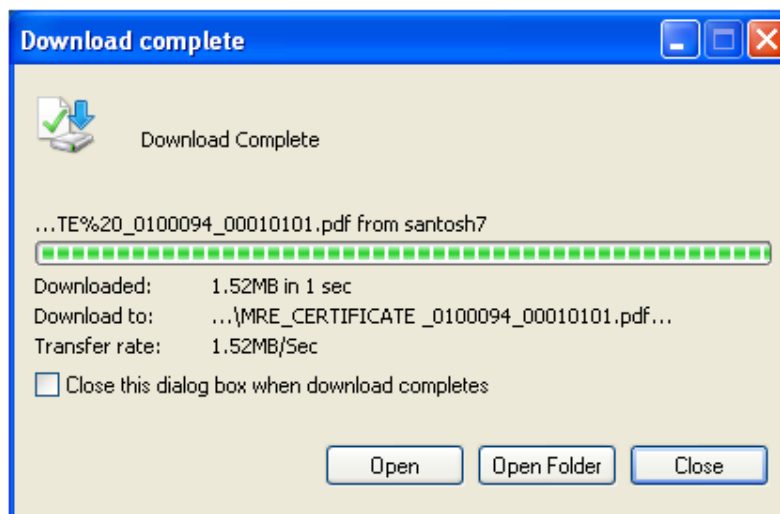


6. Save the certificate to your computer.



A dialog box lets you know the certificate is downloaded.

7. Click **Open**.



The certificate opens in Adobe Acrobat Reader.

NOTE: You must have Adobe Acrobat installed to view / print the certificate.



8. Click the print icon in the Adobe Acrobat toolbar. (Alternatively you can use the File menu and select Print.)



The certificate prints.





Add Transactions

The Metals Registration Program website is where you record metals transactions. Transactions can be entered manually or by uploading a file.

Add a Transaction Manually

1. Go to the Texas DPS website.
<http://records.txdps.state.tx.us/DpsWebsite/Login.aspx>
2. Sign in using your Metals Recycling Entity **User ID** and **password**.
The **Metals Registration Program** web page displays.
3. Click the **Add Transaction** link.

The screenshot shows a box titled "Transactions" with the text: "These links allow you to submit information to DPS and locate information you have previously submitted." Below this text are three bullet points: "Add Transaction - Submit individual transactions by entering the data directly to DPS.", "Upload Transaction File - Update a file containing multiple transactions.", and "Upload Transaction File Status - View recently submitted information, including transaction files that have not yet processed." A red arrow points to the "Add Transaction" link.

The **Metal Recycling Transaction** page displays.

4. Enter information about the transaction.
 - Some fields are automatically populated based on your sign in.
 - Required fields have a red bar on the right side.
 - Drop-down lists are used when you must make a selection from a list of options.
 - Date format is MM/DD/YYYY.
 - License plate format has no spaces between any characters or numbers.



Metal Recycling Transaction

METALS TEST SITE

Transaction Info

Location

Certificate ID

Select the Certificate Location or enter the Certificate Id.

Invoice Number

Transaction Date

Is Load Rejected

If you have rejected this sale for any reason, all information is still required to be submitted

Seller

Seller's Business

Business Name

The name of the business selling the metal. If the seller is an individual, please leave blank.

Seller's Name

Last Name

First Name

Middle Name

Enter the Seller's name as it appears on their identification card.

Seller's Address

Street

City

State

ZIP code

County

Enter the Seller's Address as it appears on their identification card.



State/Government Issued Identification

ID Type

ID State

Identification Number

Enter the Seller's Identification information as it appears on their identification card.

Seller Transportation

Transport Mode

Select the method in which the Seller delivered the items in this transaction.

Vehicle License Plate

Plate Issuer

Plate Number

Enter the vehicle's license plate number without spaces, dashes or other special characters.

Vehicle Description

Vehicle model is not in the list. Selected item is the closest one.

Vehicle Type

Vehicle Make

Vehicle Model

Vehicle Color

If the Vehicle Type/Make/Model cannot be found, contact the Department before submitting this transaction.

Seller Has Trade License

If vehicle model is not on list, check this box and choose model closest to actual vehicle

Check this box for AC unit or part transactions *if* seller has presented required license for said parts



Definition of Explosives:

TEXAS CRIMINAL AND TRAFFIC LAW MANUAL PENAL CODE TITLE 10
OFFENSES AGAINST PUBLIC HEALTH, SAFETY, AND MORALS

Chapter 46. Weapons
§ 46.01. Definitions.

(2) "Explosive weapon" means any explosive or incendiary bomb, grenade, rocket, or mine, that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

Contains explosives or explosive components?

For explosives and explosive component definitions see [FAQs](#)

Transaction Details

Contains explosives or explosive components?

For explosives and explosive component definitions see [FAQs](#)

Metal Type

Metal Form

Metal Weight (Lbs)

Metal Part Count

Metal Part Count is only used for metal form Catalytic Converters

Metal Description

Rejected transaction must have description

Multiple items of the same form can be entered as a single detail with a combined weight, but items of a different form must be entered as separate detail records.

[Add Additional Items](#)

Only required for Catalytic Converters

Description of metal(s) required for rejected loads



Applicant Statements

This is a Government Record. Any false entry made on this document is considered a criminal violation.

I certify the above statements to be true and correct. I authorize the Texas Department of Public Safety to verify any of the above information with regard to this company. I will notify each agency if there is a change or cancellation of the above authorized information or representative.

The person is the legal owner of the regulated material.

The person is lawfully entitled to sell the regulated material.

Please agree to the terms and conditions by checking the box 1 and either box 2 or 3. Or check box 1 for rejected transaction.

Create Transaction

Cancel



Add Transactions by Uploading a File

When you have many transactions in a single day, the easiest way to enter data is to record the transactions in a spreadsheet and upload the file. The following link contains a description of the process <http://records.txdps.state.tx.us/DpsWebsite/Metals/AboutUpload.aspx>

Transactions

These links allow you to submit information to DPS and locate information you have previously submitted.

- [Add Transaction](#) - Submit individual transactions by entering the data directly to DPS.
- [Upload Transaction File](#) - Update a file containing multiple transactions.
- [Upload Transaction File Status](#) - View recently submitted information, including transaction files that have not yet processed.

TxDPS Metals Registration

METALS TEST SITE

Instructions

For assistance with creating an upload file please see the [Metal Recycling Support Page](#) or contact Metal Recycling Support by [email/phone](#).

1. Choose a File

No file chosen

2. Upload the File



Renewals

Your metal recycling entity certificate is valid for two years then, must be renewed. You will be notified by DPS Email prior to the renewal deadline. At the time of renewal, you must provide [Required Ownership Documents](#) again prior to your application being approved.

1. Go to the Texas DPS website.
<http://www.txdps.state.tx.us/RSD/metalsRegistration/index.htm>

—Top Program Links—

- ▶ Metals Registration Online
 - ▶ Register as a Metals Recycling Entity
 - ▶ Renew a Metals Recycling Certificate 
 - ▶ Application Status and / or Make A Payment
 - ▶ User Guide
- ▶ Required Ownership Document Information
- ▶ Law Enforcement Links
- ▶ Active Metals Recycling Entities (MREs)
- ▶ Metals Recycling Statement of Ownership
- ▶ Metals Glossary (PDF)
- ▶ Precious Metals

2. Sign in using your Metals Recycling Entity **User ID** and **password**. Information about your business entity displays.



3. Click the **Advanced Renewal** button at the bottom of the screen.

Metals Registration Program

[Metal Recycling Entity Information](#)

Name	Texas Metals
Address	800 Shoal Creek Austin, TX 78757
Phone	512 000-1111
Contact Person	Smith, Bob

[Business Owner\(s\)](#)

Name	Phone	Email	Edit (Admin)	Delete (Admin)
Bob Smith	512 000-1111	bsmith@tme.com		

[Locations](#)

[Print Certificates](#)

Location Details	Agent Details	Expiration
Certificate ID # 100094		1/4/2013
Texas Metals	Bob Smith	
800 Shoal Creek Austin TX, 78757 TRAVIS County	800 Shoal Creek Austin TX, 78757 TRAVIS County (US)	
512 000-1111	512 000-1111	
Current Status: Active		

Advanced Renewal





The **Application Review** screen displays and identifies edits that are allowed on a renewal.

[Instructions](#) | [Create Account](#) | [Metal Recycling Entity](#) | [Locations](#) | **Review** | [Submit for Approval](#)

Application Review

Changes to Ownership (Business Owner(s)) or Statutory Agents require approval from DPS. Changes to the owners can be done for no additional charge when renewing a certificate.

Renewals/Changes - Texas Metals

The following edits are allowed

- Changes to ownership
- Changes to locations and statutory agents
- Renew locations

Metal Recycling Entity Information

Company Name: Texas Metals

Address: 800 Shoal Creek Austin, TX 78757 COUNTY (US)

Phone: 512 000-1111

Contact: Smith,Bob

Supporting Documents

Please upload a copy of your Required Ownership Document or Fax COE to DPS.

[Upload Document](#)

Business Owner(s)

#	Name	Title	Phone	Edit	Delete
1	Smith,Bob		512 000-1111	Edit	Delete

[Add Additional Stakeholder](#)

Locations

Location: Texas Metals

Address: 800 Shoal Creek Austin, TX 78757

Phone: 512 000-1111

Statutory Agent: Smith,Bob

Expiration Date: 1/4/2013

Change Requests:

Requested Agent Change Only
[Request Agent Change](#)

Renew This Certificate

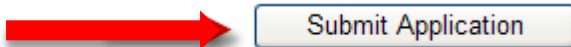
Include Change Agent Request

No Change / No Renewal

[Edit Location Details \(Requires Renewal\)](#)

[Submit Application](#)

4. Click the Submit Application button at the bottom of the screen.



Just as you did on your original application, you need to verify the owner of the business has not been convicted of a crime and you must agree to Metals Recycling program rules and regulations. The final step is to submit payment information. (This follows the steps on pages 22 – 25 in this manual.)



Theft Notifications

1. Click on **Message Center** on the left side of the screen.

Account Management

New User Sign up

My Account

Message Center

Help & Support



Account Management

Criminal History Search

Sex Offender Registry

T.R.I.P.

H.E.A.T.

Metals Registration Program

Precious Metal Dealer

Other Services & Information

2. All theft notifications will be displayed.

This is the department's new form of notifying MREs of stolen metals and thieves, to serve as protection for individuals and business entities

Message Center

System Messages

System Messages are messages that are sent to all website users. Select a message to view the message.

1. [Please Review Metals Theft Notifications](#)



Inbox

Message Center Messages are messages used to securely communicate with website users. Users are notified by email when they receive a new message in the Message Center. After reading a message it can be archived.

Sent	To	Subject	Type
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Options

- Display System Messages.
- Show 'Read' Messages.
- Show 'Archived' Messages.
- Show only My Messages.

Message Category Filter (All Categories) ▼

Display