



Law
Enforcement
Guide to Create
a New Metals
Account

Accessing Metals Registration

New User Sign Up

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

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/TexasMetalsProgram/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

- ▶ Application for Cash Transaction Card
- ▶ Report Metals Theft / Fraud
- ▶ Texas Online Metals (TOM)
- ▶ **Register as a Metals Recycling Entity**
- ▶ Renew a Metals Recycling Certificate
- ▶ Application Status and / or Make A Payment
- ▶ User Guide (PDF)
- ▶ Required Ownership Document Information
- ▶ Law Enforcement Links
- ▶ Active Metals Recycling Entities (MREs)
- ▶ Metals Recycling Statement of Ownership
- ▶ Metals Glossary (PDF)
- ▶ Precious Metals

2. Click **Proceed** in the bottom-right corner to create a Metals account

Texas Department of Public Safety
Courtesy ~ Service ~ Protection



TXDPS CRS | REGULATORY LICENSING SERVICE

[Sign in](#) | [Support](#) | [Print](#)

Instructions	Create Account	Metal Recycling Entity	Locations	Review	Submit for Approval
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TxDPS Metals Registration

- Home
- Maintenance Screens
- New User Signup

Account Management

- New User Sign up
- My Account
- Message Center
- Help & Support

Additional Services

- Criminal History Search
- Sex Offender Registry
- Metals Registration Program
- Precious Metal Dealer
- Other Services & Information

Metals Registration Application Instructions

Already have a TxDPS Metals Registration Account? [Sign in](#) to: [add additional users](#), check your [application status](#) or [access the Metals Registration Program website](#).

New User Sign Up

To apply for a Metals Registration account the following requirements must be met.

1. [Required Ownership Document](#).
2. Business Owner(s) must not have a [disqualifying criminal history record](#).
3. A valid e-mail address
4. A valid credit card (MasterCard, Visa, Discover or American Express)
 - [Fee Schedule](#)
 - All Fees are non-refundable.
5. Metal Recycling Entity location(s) of business and contact information.
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.

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>

[<< Return](#) [Proceed >>](#)

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

3. Complete all required information then click **Create Account**

[Sign in](#) | [Support](#) | [Print](#)

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Create User Account

You must create an account to apply for a Metals Recycling Entity Certificate of Registration. The following information is required to create your account. Additional contact information, including a primary contact, will be entered later.

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

Street (Required)

City (Required)

State (Required)

ZIP Code (Required)

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](#)

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

The following page will be part of a Metal Recycling Entity application. **DO NOT** go any further after selecting **Create Account**.

Email RSDcriminal@dps.texas.gov with your User ID in order to receive the Agency Verification Form (RSD-18). The RSD-18 is not available online and must be completed and sent in before the vetting process begins.