



Firm Name: \_\_\_\_\_

Corporate Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

Fax: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Firm Location:  Business district  Residential area  Shopping Center

E-mail: \_\_\_\_\_ Web Address: \_\_\_\_\_

Name of Sole Owner(s): \_\_\_\_\_ Active:  Yes  No

Name of Principals/Officers:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Active:  Yes  No

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Active:  Yes  No

How long has the firm been operating under the current ownership? \_\_\_\_\_

Year Established: \_\_\_\_\_ Number of Employees: F/T: \_\_\_\_\_ P/T: \_\_\_\_\_

Do you have any other locations?  Yes  No

If yes, list additional address locations and number of employees on a separate sheet

Is there any other business outside of jewelry connected with your firm?  Yes  No

If yes, please explain on a separate sheet.

Does your firm possess a binocular gem microscope?  Yes  No

I understand that if "No" has been indicated above our firm will be required to purchase a binocular gem microscope upon election.

**Initials of Firm Principal:** \_\_\_\_\_

I understand that in addition to this application that my firm will be required to submit an Accredited Gem Lab application.

**Initials of Firm Principal:** \_\_\_\_\_

**American Gem Society® Titleholder Application**

American Gem Society® ICGA firms need to have at least one American Gem Society titleholder on staff. In order to become a titleholder, a full-time employee must have completed or be enrolled in the minimum GIA education, which includes the online Accredited Jewelry Professional (AJP) program and the 5-day Diamond Grading Laboratory or equivalent education with Gem-A or other approved institutions. In addition, they must complete further studies with the American Gem Society. This individual has two years from the date of election to complete the required studies to receive their title. Please complete the following for the full-time employee who will become an American Gem Society titleholder:

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please list the gemological courses completed and please be sure to include the dates. If these were GIA courses, please provide student number:

GIA Student #: \_\_\_\_\_

Courses Completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Please complete the following sections and/or provide the necessary documentation in order to complete your membership application:

**Promotional Materials and Advertising:** Provide samples, including business cards and stationary.

**Photos:** Photographs of the interior and exterior of your firm (and branches if applicable) and photos of your lab area and binocular gem microscope.

**Letter Describing Your Business:** Please write one or two paragraphs on your company stationary describing your business policies and standards, and why you wish to join the American Gem Society.

**Appraisals:** Please submit appraisals for Insurance Replacements as well as for Estate Taxes—for each of the following:

- Platinum ring with one RBC diamond of over 1.00 ct. and 10 full cut diamonds
- Cultured pearl strand of at least 7mm
- Ring with an opal
- Ring with jade
- Ring with a ruby of over 1.00 ct.
- Wristwatch-mechanical
- Pocket watch
- Custom made cufflinks
- Loose RBC diamond of over 1.00 ct.
- Loose RBC diamond of over 1.00 ct. with LKI laser number

**The worksheets that were used to calculate the retail replacement prices and the fair market values are to be included with the formal documentation.**

**Consumer Protection:** Has your firm ever had a case before the Better Business Bureau, Federal Trade Commission, Jewelers Vigilance Committee or other such municipal, county or state consumer protection agencies?  Yes  No  
If yes, please submit information on a separate sheet.

**Total Gross Business Volume** for all locations during the last fiscal year (12 months) \_\_\_\_\_ (for dues billing proposes only)

**Accountant or Firm Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby certify that the above statements and information are complete, true and accurate and understand that the correctness of the accuracy of the above statements and information and verification of the same are to be construed as a condition of precedent to membership. I authorize an investigation of the credit report of the above firm and of the above statements and information and authorize the release of information concerning damages or liabilities which might result from issuance of a credit report or from the verification or attempted verification of the above information and statements. If elected to membership, I agree to abide by the Articles of Incorporations, Standards and Bylaws of the American Gem Society.

**Firm Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I give the American Gem Society permission to share the email address on this application with other American Gem Society members.