



INVESTIGATIONS DEVISION
IDENTIFICATION SECTION

STANDARD OPERATING PROCEDURES

3.0	APPLICATION PROCEDURES	02/11/91
3.5	Solicitors	

1. Persons desiring a solicitor permit must first respond to the Finance Department located in the City Hall Building at 301 King Street. There they will obtain the application form (APD Form 0238) from the Business Tax Office located at the Permit Center (Room 4200) and pay a \$10.00 fee at the Treasury Division (Room 1510).
2. The applicant will then respond to the Police Department, ID Section with the completed application form and at least one of the following forms of personal identification in order to have their application processed.
 - A. A current drivers license;
 - B. A copy of their birth certificate;
 - C. A Federal Government ID;
 - D. A state licensing bureau ID.
3. The business is required to have a bond of \$1,000.00 from a corporate surety licensed to do business in Virginia.
4. The applicant will be fingerprinted and photographed, and their index fingerprint and signature will be placed on the permit card.
 - A. Two blue applicant fingerprint cards;
 - B. One Polaroid photograph.
5. The fingerprints will be forwarded to CCRE for a records check.
6. A computerized criminal history will be requested through the Records Section.
7. A permit shall be granted by the ID Section within sixteen days from the date of filing unless the applicant has been convicted (including pleas of no lo contendere and forfeitures) of one or more of the following:
 - A. Moral turpitude
 - B. Felony
 - C. More than one misdemeanor
 - D. Violation to the laws of any jurisdiction relating to selling, vending, soliciting, peddling, hawking or canvassing.
 - E. Fraud
 - F. Applicant has made a false, fraudulent or misleading material statement in his application.

8. If any of the violations listed in #7 are found on an application, it shall be given to the Section Supervisor who will forward it to the Chief of Police in compliance with the ordinance.