

## **DOOR-TO-DOOR VENDOR PERMIT INFORMATION**

An individual seeking to obtain a door-to-door solicitor's permit from the Chesapeake Police Department must complete an application. Two letters of personal reference and a \$25.00 fee are also required. **Applicants must have all required documentation and fees for the application to be accepted.**

The application, which contains an authorization release for a criminal history check, will need to be notarized. We have notaries on site if you do not have access to one.

**\*\* If using the Department's notary, DO NOT sign the application prior to your arrival \*\***

Door-to-Door Solicitor's permit will expire 12 months from date of issuance.

### **Hours of Operation:** *Monday thru Friday*

8:00am – 4:30pm Walk-in Only, No Appointments

### **What to bring with you**

- A valid form of photo identification (government issued ID)
- Two (2) Letters of Personal Reference (cannot be from domestic relationship or employer)
- \$25.00 processing fee
- If selling security systems, DCJS license required
- If collecting credit card information or other payment in advance, Bond required.
  - Bond for one person: \$500 minimum
  - Bond for multiple people: \$400 minimum per person

### **Processing Time**

- The normal processing time for a solicitor's permit is one week.
- You will be notified by phone when your permit is ready for pick up.
- If the permit is lost or stolen there is a \$5.00 replacement fee.

**DOOR-TO-DOOR VENDOR PERMIT APPLICATION**  
(Chesapeake City Code Section 58-2) *Permit is valid for one year from date issued*

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(City) (State) (Zip)

Primary Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

Business Name/Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(City) (State) (Zip)

What goods, wares or merchandise are for sale? \_\_\_\_\_

Are you accepting deposit or payment in advance of final delivery? \_\_\_\_\_

**\*\* If yes, bond must be obtained in the amount of \$500.00/or number of employees soliciting multiplied by \$400.00**

Hours of Operation: \_\_\_\_\_

I, the undersigned, affirm that the information contained in this application and any attachments to this document are both correct and complete to the best of my knowledge. The willful making of false statements in this application constitutes perjury and is punishable in accordance with § 18.2-434 of the Code of Virginia. I authorize the Chesapeake Police Department to search their files and Virginia Central Criminal Records Exchange (CCRE) for any criminal history record.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Application Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

State of Virginia, City of Chesapeake the foregoing instrument was acknowledged before me this day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_  
Chief of Police \_\_\_\_\_ Date \_\_\_\_\_