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 __________________________