



Southlake Department of Public Safety Application for Peddlers and Solicitors Permit

The following information must be submitted with the application:

- A valid driver's license or a state issued identification
- If a vehicle is used, a description of the vehicle, the license number and the vehicle identification number.
- Two photographs of the applicant (except as provided by section 13-13c), measuring 1.5" x 1.5" and showing the head and shoulders of the applicant in a clear and distinguishing manner, which shall have been taken in the past 60 days.
- Proof of possession of any license or permit which, under Federal, State or Local laws or regulations, the applicant is required to have in order to conduct the proposed solicitation. For instance, food vendors must submit a copy of a 1) current vehicle inspection report; and 2) a food handlers' certificate which is obtained from the Tarrant County Health Department.
- A copy of the applicant's sales tax permit (where required).
- If applicable, proof of non-profit status.
- Solicitors who require a cash deposit or advance payment or who require an agreement to finance the sale of goods and services for future delivery, or for services to be performed in the future, shall furnish to the city a bond in the amount determined by Ordinance 850, Sec. 13-14 of the City of Southlake Peddlers and Solicitors ordinance.
- All applicable fees shall be paid at the City of Southlake Department of Public Safety located at 600 State Street. Cash, Check or Credit Card are accepted forms of payment.

Current Fees:

Company License:	\$50.00
Plus per Agent:	\$20.00
Plus Surety Bond:	\$1000.00
Background Check Fee:	\$25.00

Applicant Information

Full Name: _____ Date of Birth: _____

Address: _____ City/State/Zip: _____

Contact Number: _____ Contact Email Address: _____

Driver's License/State ID: _____

Organization Information

Name of Organization: _____

Address: _____ City/State/Zip: _____

Contact Number: _____ Contact Email Address: _____

Insurance Name: _____ Policy # _____

General Information

Product/service for sale or type of handbills/pamphlets for distribution:

General location of sales/distribution: _____

Is a cash deposit or advance payments for future delivery or an agreement to finance the sale of goods and services future delivery required? Yes ☐ No ☐

Is the solicitation activity conducted on behalf of a non-profit organization? Yes ☐ No ☐

Indicate the start and end dates for the solicitation activity.

Start Date: _____ End Date: _____

If a vehicle is used for solicitation purposes, provide the following information.

Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number: _____ VIN Number: _____

Provide the names of all cities that the applicant has conducted solicitation activities in the past 6 months.

If the applicant has pled guilty or no contest to, or has been convicted of a felony or misdemeanor involving fraud, deceit, misrepresentation, a sex offense, trafficking a controlled substance, or any act of violence within the 5 years preceding the date of this application, the following information must be provided:

Offense: _____ Date of offense: _____

Location of offense: _____ Date of conviction: _____

Sentence received: _____

Are you sponsoring or employing minors? Yes ☐ No ☐

If yes, and the minor can prove a non-profit status, a person, company or organization that sponsors or employs one or more minors as solicitors may submit one solicitor permit application and pay one permit fee for the registration of minors who conduct solicitation activities. The sponsor or employer shall provide the name(s), date (s) of birth, address(es) and driver's license number(s) (if applicable) of all minors conducting solicitation activities.

A minor that is sponsored or employed by a person, company, corporation or organization that is not a non-profit organization shall submit an application and pay a fee for each minor.

I, the undersigned, understand and agree that all peddler/solicitation activities conducted shall be operated in full conformity with the laws of the State of Texas, and with the applicable laws and regulations of the City of Southlake and Ordinance 850, Peddlers and Solicitors Ordinance, and that any violation of such laws or regulations, or connection therewith, shall render the permit subject to suspension or revocation. I also affirm that the above information is true and correct to the best of my knowledge and I understand that I will be liable for prosecution for providing willful false information.

Signature _____ Date of Application: _____

Kindly complete the fillable form, print a copy, and bring it to the Southlake Department of Public Safety located at 600 State Street. Please present this application together with the names of all company members you would like to have permitted at one time so that we may process them collectively.

For City Use Only:

All applicable fees paid: Yes ☐ No ☐

Has the surety bond in the appropriate amount been furnished? Yes ☐ No ☐ N/A ☐

Has the list of minors conducting solicitation activities and the appropriate information been provided? Yes ☐ No ☐ N/A ☐

Date of approval: _____ Effective Date: _____ Expiration Date: _____

Permit Number: _____ City Representative: _____