



ITINERANT MERCHANT (STATIONARY) PERMIT

Every request for an itinerant merchant permit must be accompanied by an application fee of \$10.00 for each individual, entity or business and such fee will be nonrefundable, irrespective of whether a permit is issued. Every individual engaged in the business must submit a separate application, each with its own application fee.

1 YEAR PERMIT \$25.00

Name of Applicant: _____
(please print)

Permanent Address: _____

Name of person, firm or corporation you represent:

(please print)

Business Address: _____

Date of Birth: ____/____/____ Sex: M ____ F ____

Social Security No. ____ - ____ - ____ Phone No. (____) ____ - ____

Driver's License No. ____ Vehicle License Number: ____

Number of Agents: ____

List names and addresses of agents:

Nature of service, goods or merchandise to be sold or offered for sale:

Cities you have worked in during the previous 30 days: _____

Have you ever been convicted of a felony or misdemeanor involving moral turpitude?

Yes ____ No ____

Do you intend to demand, receive or accept payment or deposit in advance of final delivery?

Yes _____ No _____

If yes, a surety or cash bond in the sum of five hundred dollars (\$500.00) shall accompany this application.

Date: _____ Applicant: _____

To: City Manager

I have investigated this applicant and a report thereof is attached.

_____ Application Approved _____ Application Denied

Chief of Police: _____

Dated this _____ day of _____, 20_____

Peddler & Solicitor

It shall be unlawful for **any person to go from house to house or from place to place** within the city peddling, selling, soliciting, or taking orders for, or offering to sell or take orders for any services, goods, merchandise, including photographs, magazines or books without first obtaining a permit so to do.

Itinerant Merchant

This means any person, firm or corporation as well as agents, or employees thereof, **who or which engages in the temporary or transient business of selling**, exhibiting, or offering for sale in the city any goods, merchandise, services, photographs, magazines, or other things of value, or exhibits same for the purpose of taking orders thereof, and who or which, for the purpose of carrying on such temporary or transient business, either rents, leases, or occupies without renting or leasing, any room or space in any building or structure or in any space, enclosed or unenclosed, upon any private premises within the city.

Simple terms, peddlers go door-to-door, require a background and fee as listed above for each person.

Itinerant (including food trucks set up in a location, does not have to be the same location) require a background and fee as listed above for each person. Food trucks may not be set up in public right-of-way (streets) must be on private property.

Vendors (not food trucks) participating in an organized Market Days type event are not required to obtain an Itinerant Merchant permit.

THIS FORM IS NOT TO BE USED AS A CONSENT/AUTHORIZATION FORM.

Agency to retain this CCH Verification Form for DPS auditing purposes.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.

Applicant Name (Print):

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is **not** allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online [Crime Records General Information | Department of Public Safety \(texas.gov\)](#) Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me. **Acknowledge by signing below.**

Applicant Signature:

Date:

Section 2: Agency use only. Must be completed by authorized personnel conducting search.

Agency Name:

Authorized User:

Signature of Authorized User:

Date of Name-Based CCH Search:

Section 3: Agency use only. CHRI Name Based Tracking information. Check all that apply.

Purpose for CHRI Search.	☐ Applicant ☐ Volunteer ☐ Contractor ☐ Other:
Is any part of the Criminal History Record Information (CHRI) stored by agency?	Reminder: DPS does not recommend storing any part of CHRI. ☐ NO, CHRI is not stored by agency. ☐ YES, CHRI is stored by agency.
CHRI Retention Period	☐ Temporarily Only ☐ Annual ☐ None Stored/Saved ☐ Other:
CHRI Storage Method	☐ Physical/Printed (paper copy) ☐ Digital/Electronic (saved anywhere on device/computer)
CHRI Retention Purpose	Explain:
Date CHRI Destroyed	
Destruction Method	Explain:

[CHRI + Audit Resources Link](#)