City of Peoria Peddler/Solicitor Application and Guide

(Pursuant to Peoria City Code Section 11-82, 11-83, 11-84 & 11-85)

Peddler/Solicitor Application requires the following documentation:

Prerequisite:

- **Current Peoria Business License**

☐	Peddler/Solicitor License Fee	($97.00 paid to Peoria City Hall)
☐	Identification Form, Background Checklist, Business Description	(Pg. 2 of this packet)
☐	Background History Information & Fingerprint Sheet	(Pg. 3 of this packet)
☐	(2) Two photos of applicant	(Passport photo requirements only)
☐	(2) Two forms of identification	(Front & back photocopies)
☐	Fingerprint Card – submitted in sealed & untampered envelope	(From independent fingerprint agency)

All items must be included and all documents must be completed prior to submission

Application Process:

1. Complete page 2 of this application.
2. Obtain a manila envelope to provide to the independent fingerprint business/agency.
    a. The fingerprint technician employee will complete page 3 of this application.
    b. The employee will then seal the fingerprints in an envelope provided by the applicant (refer to page 4). Only the applicant's fingerprints should be sealed within the envelope; do not seal any other paperwork inside.
3. Obtain two passport style photographs.
4. Bring the entire application to Peoria City Hall, including your sealed fingerprints, passport photos, two forms of ID, and $97.00 payment. Payment must be paid directly to City Hall.

Submitting a Completed Application:

Completed applications can be submitted in person or by mail to Peoria City Hall Customer Service located at 8401 W. Monroe St., 2nd Floor, Peoria, AZ 85345. City Hall business hours are Monday-Thursday 7 A.M. to 6 P.M. Once submitted, your application will be given to the City of Peoria Tax & Licensing and the Peoria Police Department to be processed. For questions, please contact Customer Service at 623-773-7160 or the Peoria Police Pawn Investigator at 623-773-7048.

If a Peddler/Solicitor License Application is Denied:

The City of Peoria will deny applications if any of the requirements of Peoria City Code section 11-83 & 11-84 have not been met. In the event of denial, the City of Peoria Sales Tax and Licensing will notify the applicant of the denial and the reason.

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Peddler/Solicitor License Application
Applicant Background Checklist & Identification Form

ALL FIELDS MUST BE FILLED OUT UNLESS OTHERWISE STATED

Select one:	**Check all that apply:**	**Select one:**
☐ New Application ☐ Renewal	☐ Ice Cream Vendor ☐ Hanging Flyers ☐ Door-to-Door ☐ Other _____	☐ I prefer to have my license emailed ☐ I prefer to have my license mailed

Last Name	First Name	Middle Name (if applicable)

Other Names Used (if applicable)

Home Address

Mailing Address (Note: if you selected to have your license mailed, then this is the address it will be mailed to)

City	State	Zip Code

Home Phone	Cell Phone	Business Phone

Social Security Number	Date of Birth	Place of Birth

Race	Sex	Height	Weight	Hair	Eyes

Email Address

Business Name	Business DBA

Business Address

Detailed Description of Business

Peddler/Solicitor License Application
Individual Background History Information and Fingerprint Submission

Applicant must provide this form to the employee of the business or agency providing fingerprinting services. This form must be completed by the third party employee capturing the fingerprints and returned with the completed fingerprint card in a sealed envelope provided by the applicant. Refer to page 4 of this packet for instructions on this process. Please note that if your fingerprints are illegible and come back as "print reject" from Arizona DPS, you will need to be re-printed. Do not seal this form in the envelope.

Name of Applicant	Applicant DOB	Today's Date
Reason for Fingerprinting	Name of Business/agency capturing fingerprints	
Physical Address of Business/Agency Capturing Fingerprints Street Address Suite City State Zip Code		
Third Party Employee's Name	Third Party Employee's Signature	
Name of Employee's Supervisor	Business/Agency Telephone Number	

Only a current valid form of any of the below listed documents may be accepted as identity verification of an applicant when being fingerprinted. Please select the type of photo ID verified (select one):

- ☐ State issued driver's license
- ☐ U.S. Passport or U.S. Passport card
- ☐ Federal Government Personal Identity Verification Card (PIV)
- ☐ Uniformed Services Identification Card
- ☐ Department of Defense Common Access Card
- ☐ Foreign Passport with Appropriate Immigration Document(s)
- ☐ USCIS – Permanent Resident Card (I-551)
- ☐ USCIS – Employment Authorization Card (I-766)
- ☐ Federal, state, or local government agency ID card with photograph
- ☐ U.S. Coast Guard Merchant Mariner Card
- ☐ Canadian driver's license

FOR OFFICIAL USE ONLY BELOW THIS LINE				
Tax & Licensing Employee(s):			**Police Department Employee(s):**	
Two photographs of applicant	**Two forms of ID**	**Sealed envelope with fingerprints**	**Fingerprints sent to DPS**	**Background results received**
Notes:				
Date Completed:				

APPLICANT BACKGROUND RESULTS		
LERMS:	☐ **Results Attached**	☐ **No Information Found**
DPS:	☐ **Results Attached**	☐ **No Information Found**
FBI:	☐ **Results Attached**	☐ **No Information Found**

☐ APPROVED ☐ DENIED

X_____ **DATE:** _____

Peoria Police Department Chief of Police or Designee

<u>*Fingerprint submissions will be rejected if seal or envelope has been compromised or tampered with*</u>