

## **SOLICITOR LICENSE PROCEDURE**

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### **Application/Background Check/Fingerprinting**

- Pick-up application in Police Administration, Room 116 (1<sup>st</sup> floor)
- Complete application and leave with Officer Brian White in Crime Prevention, Room 116, Phone: 419-424-7282; Email: bwhite@findlayohio.com
- Have **BCI&I** background check/fingerprinting done at one of the Agencies listed below
  - o Hancock County Sheriff's Office – 200 W. Crawford St. 419-424-7235
  - o Ohio BMV of Hancock County – 8210 CR 140 419-425-3313
  - o Owens Community College (Findlay) – 3200 Bright Rd. 567-429-3180

**RESULTS NEED TO BE SENT TO:**      **FINDLAY POLICE DEPARTMENT**  
**ATTN: OFFICER BRIAN WHITE**  
**318 DORNEY PLAZA, ROOM 116**  
**FINDLAY, OH 45840**  
**PHONE: 419-424-7282**  
**EMAIL: bwhite@findlayohio.com**

### **Results of Background Check/Fingerprinting**

- Results received by Officer Brian White, normally between 2 and 4 weeks
- Application and results submitted to Service-Safety Director for approval
- Applicant will be notified by the Mayor's Office of approval

### **Issue Solicitor License**

- Applicant pays \$5 for license and \$5 for photo ID badge in the Mayor's Office, Room 310 (3<sup>rd</sup> floor), 419-424-7137
- Receipt issued
- License valid until end of the calendar year
- Renewal of license (without new background check) allowed for next calendar year only

### **Issue Solicitor Photo ID Badge**

- ID Badges are printed by appointment at the Police Administration office, Room 116, on the following days and times: Monday 8-11 am; Wednesday 1-3pm; Friday 8-11am. Call Beth Crusa at 419-424-7467 to make an appointment.
- Bring receipt and Solicitor's License from Mayor's Office with you.
- Solicitor must have photo ID badge visible at all times while conducting business within Findlay.

### **Copies of Solicitor License**

- Copy and distribute each new license to the Crime Prevention Division and Police Dispatch.