

SOLICITOR LICENSE PROCEDURE

Application/Background Check/Fingerprinting

- Pick-up application in Police Administration, Room 116 (1st 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 (3rd 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-Friday 7am-2:30pm. Call Beth Crusa at 419-424-7467 if you have any questions.
- 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.



**APPLICATION FOR LICENSE
PEDDLERS – SOLICITORS – ITINERANT MERCHANTS**

Date: _____

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

List all home addresses over the last year: _____

Name of company permit is being issued for: _____

Address of company: _____

City: _____ State: _____ Zip: _____

How long employed by this company: _____

Phone No. (Home): _____ Phone No. (Business): _____

Email Address: _____

List all employment over the last year: _____

Nature and character of goods or services to be sold: _____

All cities in which you conducted business that required a license: _____

All cities in which you conducted business that did not require a license: _____

Description Of Applicant

Sex: _____ Race: _____

Date of Birth: _____

Place of Birth: _____

Height: _____ Weight: _____

Color of Eyes: _____ Hair Color: _____

Scars and/or Tattoos: _____

Photo #: _____

Processed By: _____

SSN: _____

Drivers License No.: _____

Attach a copy of both sides of applicant's drivers license.

Applicant's Signature: _____

Police Officer Signature: _____

_____ Check if this is a renewal and BCI prints were completed in the past year.