



**PEDDLERS, SOLICITORS, CANVASSERS & ITINERANT VENDORS  
REGISTRATION STATEMENT & LICENSE APPLICATION**

**\*\*All sections of this application MUST be filled out. If something does not apply to you, write N/A. In addition, all items listed on the checklist MUST be turned in with application at time of submission. The City of Jersey Village reserves the right to deny an application for falsifying or failing to provide information.**

**APPLICANT NAME** (person completing this statement): \_\_\_\_\_

HEIGHT: \_\_\_\_ WEIGHT: \_\_\_\_ SEX: \_\_\_\_\_ HAIR COLOR: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

PERMANENT HOME ADDRESS: \_\_\_\_\_

HOME PHONE NO: \_\_\_\_\_ LOCAL ADDRESS: \_\_\_\_\_

**HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF ANY CRIME? YES OR NO** \_\_\_\_\_

If you have answered "Yes" (1) explain the nature of each and every arrest or conviction, whether for felony or misdemeanor offenses, other than convictions for traffic law offenses, and give the state where the conviction occurred, and the year of such convictions; (2) authorize the City, by your signature, to verify your criminal history or lack thereof.

**COMPANY, FIRM, ORGANIZATION PEDDLER IS REPRESENTING:**

**LOCAL ADDRESS:** \_\_\_\_\_ **BUSINESS PHONE #** \_\_\_\_\_

## **DESCRIPTION OF THE BUSINESS AND RELATED ACTIVITIES TO BE CONDUCTED:**

**CHARACTER AND DESCRIPTION OF COMMODITIES, GOODS, MERCHANDISE OR SERVICES TO BE OFFERED FOR SALE:**

**VEHICLE DESCRIPTION:** \_\_\_\_\_ **VEHICLE LICENSE NUMBER:** \_\_\_\_\_

STATE OF REGISTRATION: \_\_\_\_\_ IS VEHICLE MARKED W. COMPANY LOGO? \_\_\_\_\_

I understand that a non-refundable registration fee of \$55.00 to compensate the City for administration cost must be paid at the time this application is submitted. I understand that it may take five (5) working days after submitting this application before the identification cards can be issued. Once approved the solicitation permit is only good for 90 days.

I also understand that I must obey all laws and/or ordinances of the City of Jersey Village and of the State of Texas and particularly Chapter 50 of the Code of Ordinances and, any amendments thereto, of the City of Jersey Village, Texas. I also certify by my signature below, that I have received a list of addresses which indicate that trespassing is prohibited as to any address so indicated will subject me to criminal prosecution.

I HEREBY CERTIFY THAT THE FACTS CONTAINED HEREIN ARE TRUE AND CORRECT.

---

**APPLICANT'S SIGNATURE**

---

**DATE**

**CHECKLIST OF ITEMS NEEDED AT TIME OF APPLICATION SUBMISSION:**

- Complete application – Answer every question.
  - Criminal History statement completed – Arrests and/or convictions should be reported regardless of when they occurred
  - Copy of Driver's License or State issued ID
  - 2 passport photos – No larger than 2 x 2
  - Copy of Company information/pamphlet about products and/or services being peddled. If you have more than one applicant, only one copy of company information is necessary
  - Copy of State Sales Tax Certificate; if applicable
  - \$55 for each applicant – Cash or Check only

**\*Business conducted in accordance with City of Jersey Village Ordinance shall be carried out during Central Standard Time only between the hours of 9:00 a.m. and 8:00 p.m., and during daylight saving time only between the hours of 9:00 a.m. and 9:00 p.m.**

**\*Upon approval of application, license will be valid for 90 days.**

## **OFFICE USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_ RECEIPT #:\_\_\_\_\_

APPROVED / DISAPPROVED \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTRATION VALID FROM \_\_\_\_\_ TO \_\_\_\_\_

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

[CHRI + Audit Resources Link](#)

## **SOLICITORS, PEDDLERS, CANVASSERS & ITINERANT VENDORS**

### **CHECKLIST OF ITEMS NEEDED FOR PERMIT**

- Complete application – Answer EVERY question
- Criminal History – **There is no time limit!!**
- Copy of Drivers License
- 2 passport photos
- Copy of Company information (what is being solicited)  
If you have more than one applicant, only one copy of company information is necessary.
- \$55 for each applicant – **CASH or CHECK ONLY**

NO CREDIT CARDS will be accepted!!!!

If you have any questions, please contact:

Deb Smith

713-466-2120