



**City of Arlington  
Door-to-Door Selling License  
Application Checklist  
(Ordinance No.12-042)**

- ✓ A valid government-issued ID (driver's license, state ID card or passport with photo) is required to obtain a door-to-door selling license.
- ✓ Two (2) copies of a full-face view headshot photograph, taken in the last 6 months, must be provided with the application. Photographs must be on photo-quality paper and be 2 inches by 2 inches in size. Passport photos work best.
- ✓ The application must be completed truthfully and signed before a Notary.
- ✓ If any information on the application is missing or omitted, it may result in an automatic rejection of the application.
- ✓ A non-refundable \$10.00 fee must be paid at the time the completed application is submitted. Cash, check, credit card, debit card and money order are accepted.
- ✓ Applications and payments are accepted at:  
Arlington Police Department  
Records Services  
620 W. Division St.  
Arlington, TX 76011  
  
Hours: 8am to 5pm, Monday – Friday (Closed on City Holidays.)
- ✓ It may take up to 10 business days to process the application (excluding weekends and City holidays).
- ✓ Selling door-to-door is prohibited during the processing time and until you are issued a license by the Arlington Police Department.
- ✓ An orange reflective safety vest is required and must be worn at all times while engaging in door-to-door selling.
- ✓ The City-issued license for door-to-door selling must be visibly worn at all times while engaged in door-to-door selling.
- ✓ Door-to-door selling is prohibited on federal holidays.

**THE CITY OF ARLINGTON DOES NOT WARRANT OR RECOMMEND  
ANY PRODUCTS OR SERVICES ADVERTISED BY COMMERCIAL  
SOLICITORS**



## CITY OF ARLINGTON APPLICATION FOR DOOR-TO-DOOR SELLING

### ORDINANCE NO. 20-032

This application requires the submission of two (2) copies of a full-face view head shot photograph taken within the last six (6) months. Photos must be printed on photo quality paper and be 2 inches by 2 inches in size. The application fee is \$10.00 and is non-refundable.

Applicant's Full Name \_\_\_\_\_  
Last First Middle

Race \_\_\_\_\_ Sex ☐ M ☐ F Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Height \_\_\_\_\_ ft \_\_\_\_\_ in Weight \_\_\_\_\_ lbs. Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Social Security Number \_\_\_\_\_ Place of Birth \_\_\_\_\_  
City State

Driver's License Number \_\_\_\_\_ State of Issuance \_\_\_\_\_ Exp. Date \_\_\_\_\_

Local Address \_\_\_\_\_ Phone \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of person, firm or corporation you represent \_\_\_\_\_

Phone number of person, firm or corporation you represent \_\_\_\_\_

Occupation \_\_\_\_\_

Description of merchandise or services to be sold \_\_\_\_\_

Will you receive payment or deposit in advance? ☐ Yes ☐ No

Describe source of supply, location, and proposed method of delivery of merchandise or service to be sold.

\_\_\_\_\_

List three individuals as character and business references. Must include NAME, FULL ADDRESS, and PHONE.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

***The City of Arlington does not warrant or recommend any products or services advertised by commercial solicitors.***

List the last three cities (include City, State and Zip) and the dates in which you have engaged in this activity:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

List all arrests (convicted or not), charges filed (convicted or not), offenses committed, convictions, sentences received, time served, paroles and pardons, including the date, place, and jurisdiction of each offense:

***This Door-to-Door Selling Application, including the acknowledgement portion, must be completed, printed and properly initialed and signed before a notary prior to submission to the Arlington Police Department.***

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## DOOR-TO-DOOR SELLING LICENSE APPLICATION ACKNOWLEDGEMENT WITH NOTARY

*Acknowledge the following requirements by initialing each blank*

- \_\_\_\_\_ I agree that I WILL NOT solicit or distribute or leave any form of advertising at residences or on property with a "No Soliciting" or "No Handbills" sign or other language to that effect.
- \_\_\_\_\_ I understand and agree that my name, employer information, and city-issued door-to-door selling license number will be posted on the City of Arlington website.
- \_\_\_\_\_ I understand that hours of solicitation are between 9:00 AM to dusk, and door-to-door selling on federal holidays is prohibited at any time of day.
- \_\_\_\_\_ I understand that I must carry both a current government-issued photo ID and my city-issued door-to-door selling license while soliciting. I agree to show both immediately upon the request of any person.
- \_\_\_\_\_ I understand that I must wear an orange safety vest while soliciting.
- \_\_\_\_\_ I agree to walk only on sidewalks and designated walkways in residential neighborhoods while soliciting. I agree that I will not walk across lawns or landscaped areas.
- \_\_\_\_\_ I understand that if I omit or misrepresent information on this application that would otherwise disqualify me from soliciting, my authorization to solicit in Arlington will be denied or my license will be revoked.
- \_\_\_\_\_ I understand that if I violate any part of Arlington's Door-to-Door Selling Ordinance, my authorization to solicit in Arlington may be revoked, as well as criminal and civil sanctions may be imposed, as outlined in the City of Arlington Door-to-Door Selling Ordinance (No. 20-032).
- \_\_\_\_\_ I understand that the City of Arlington does not warrant or recommend any products or services advertised by commercial solicitors, and I understand my authorization to solicit in Arlington may be denied or my license be revoked due to misrepresentation.

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### APPLICATION MUST BE NOTARIZED

State of Texas  
County of \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me (or proved to me on the oath of \_\_\_\_\_ or through \_\_\_\_\_ to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Seal) Notary Public Signature