

CITY OF GEORGETOWN SOLICITOR'S PERMIT INFORMATION

WHO NEEDS A PERMIT?

Anyone interested in selling goods or services door-to-door or making any type of solicitation within the Georgetown city limits.

COST(S): \$15.00 / Individual or \$25.00 for a group of two or more under the same permit

(Charitable, political, religious, philanthropic organization = Exempt)

EXPIRATION DATE: Ninety (**90**) **days** from the **date of issue**.

CITY OF GEORGETOWN SOLICITOR(S) REQUIREMENTS PER INDIVIDUAL:

(Note: IdenToGO fingerprinting & TX DPS Criminal History Records - Both have separate fees & costs)

➤ A COMPLETED CITY OF GEORGETOWN POLICE DEPARTMENT PEDDLERS AND SOLICITORS PERMIT - APPLICATION

- Each Application must be filled out completely, to include phone number, social security number, address, vehicle license plates, and year/make/model/vin#. Incomplete applications will not be accepted.

➤ IdenToGO FINGERPRINT RECEIPT

- Provide the IdenToGO receipt to the Georgetown Police Department with your solicitors permit application, verifying a recent fingerprint submission. IdenToGO receipts must be dated within 30 days of the permit application.

* See the attached **Texas Department Of Public Safety Crime Records Service** document to arrange submitting fingerprints electronically or by mail, and to purchase your criminal history record. *

➤ TEXAS DEPARTMENT OF PUBLIC SAFETY – CERTIFICATION OF CRIMINAL HISTORY RECORD

- The Criminal History record will be mailed to your address within 14 days from the Texas DPS. It is a big white envelope. Please **DO NOT OPEN IT**, Georgetown Police Records will open it and review it along with the permit application. Refer to the scheduling steps on the next page to receive a mailed Criminal History Record.

➤ Driver's License / Passport ID

Permits and Criminal History Records are good for 90 days.

If you have any questions, please contact the **Georgetown Police Records at 512.930.3453**

It is possible it may take a minimum of 72 hours to process once all documents are received. (Mon.-Fri.)



TEXAS DEPARTMENT OF PUBLIC SAFETY
CRIME RECORDS SERVICE
Access & Dissemination Bureau



Personal Review

PROCEDURE FOR REVIEW OF PERSONAL CRIMINAL HISTORY RECORD INFORMATION

It is the policy of the Texas Department of Public Safety (DPS) that an individual or their authorized representative have access to and may receive a copy of their criminal history record information (CHRI). This policy is in compliance with the Texas Government Code, Section 552.023.

FINGERPRINTS SUBMITTED ELECTRONICALLY TO DPS: The DPS has entered into an exclusive contract with the fingerprinting vendor to provide statewide electronic fingerprinting through DPS FAST locations operated by IdentoGO. Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at <https://uenroll.identogo.com/servicecode/11FT12> or by calling 1-888-467-2080.

DPS FAST locations operated by IdentoGO are committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. The cost of this service is \$10.00 plus a \$15.00 fee for the CHRI. The results will be mailed or emailed to the address provided by the individual.

If you need a FBI Personal Review paste the following link into an internet browser:
<https://www.edo.cjis.gov>

PLEASE NOTE: The Texas Department of Public Safety will not send fingerprint results if the fingerprints are over 30 days old. Please contact DPS within 14 days from the date you were fingerprinted, if you have not received your fingerprint results.

SCHEDULING YOUR FINGERPRINT APPOINTMENT:

Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at
<https://uenroll.identogo.com/servicecode/11FT12> or by calling 1-888-467-2080.

When Scheduling Online:

1. Select **Schedule Appointment**.
2. Select **Delivery Option**. ***For Georgetown Solicitor Permits, select 'no' for electronic delivery. A physical sealed copy of your CHRI will be required***
3. Enter the **Designated Recipient's Information**.
4. Follow the prompts to enter requested information.

***Please keep receipt for the UE ID #. See #5 of Your Fingerprint Appointment.**

When Scheduling Over The Phone:

1. Have the Texas Fingerprint Service Code form before calling.
2. You will be prompted to enter the service code.
3. The service code for a personal review is **11FT12**

4. The call center operator will ask you for your demographic information, i.e. Date of Birth, Sex, Race, Ethnicity, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address.
5. Select a location nearest to you for your fingerprint appointment.
6. Once you have scheduled your appointment you are not required to bring the service code form to your appointment.

YOUR FINGERPRINT APPOINTMENT:

1. Arrive at your scheduled appointment with your photo identification and fee payment.
2. If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here:
http://www.dps.texas.gov/administration/crime_records/docs/ProvIdForFingerprinting.pdf
3. The fingerprinting vendor accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
***Please note that personal checks and cash will not be accepted.**
4. Your fingerprints will be submitted electronically to DPS. You will not receive a printed fingerprint card.
5. At the conclusion of your appointment, the enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
 - a) **Do not throw away the receipt. You will need your UE ID # if you chose email option.**
 - b) You may check status on your submission by clicking on this link: <https://uenroll.identogo.com/servicecode/11FT12>

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety in accordance with applicable statutes.

FINGERPRINTS SUBMITTED BY MAIL THROUGH THE FINGERPRINTING VENDOR: The following process must be followed to submit fingerprint hard cards to the fingerprinting vendor. The results will be mailed or emailed to the designated recipient provided by the individual. If you have any questions, please call (512) 424-5079.

1. COMPLETE THE FINGERPRINT CARD:

Following information regarding person whose record is to be searched, must be completed on the fingerprint card:

- a) Printed last name, first name, middle name of individual, including all alias names.
- b) Sex, race, date of birth.
- c) Complete, legible set of fingerprints on a DPS approved fingerprint card which may be obtained from a law enforcement agency or FAST provider near you. Visit
<https://uenroll.identogo.com/servicecode/11FT12> or call 1-888-467-2080 to locate a FAST provider near you. **Individual's signature must be on the fingerprint card.**

The cost for obtaining an ink card may vary and is not included in the Texas Background check fingerprint registration process or fee. Cards must be mailed to the vendor, fingerprints cannot be submitted electronically from outside the State of Texas.

2. PRE-ENROLL YOUR FINGERPRINT:

Online Registration:

- a) You may begin the process now by clicking on this link: <https://uenroll.identogo.com/servicecode/11FT12>
- b) Choose "Submit a fingerprint card." ***For Georgetown Solicitor Permits, select 'no' for electronic delivery. A physical sealed copy of your CHRI will be required***
- c) Select "Pay for Ink Card Submission" button and complete all required fields on the following page.
- d) Complete payment screen. Payment may be made online by credit card or a coupon code only.
- e) Print the authorization letter containing a bar code.
- f) Sign the authorization letter and fill in contact information.

Telephone Registration:

- a) You may contact the fingerprinting vendor at 1-888-467-2080.
- b) The fingerprinting vendor will prompt you for the Service Code.
- c) The service code for a personal review is **11FT12**.
- d) Inform the representative that you wish to pre-enroll for a "hard card submission." ***For Georgetown Solicitor Permits, select 'no' for electronic delivery. A physical sealed copy of your CHRI will be required***
- e) Once payment is complete a summary confirmation document will be emailed to you.
- f) Print the confirmation document, sign the authorization letter and fill in the contact information.

3. SUBMISSION:

When the payment is completed, you will receive an authorization letter (barcode) which will include the mailing address to IdentoGO. Print, read, and complete the authorization letter. The following will need to be mailed; completed fingerprint cards and authorization letter.



IdentoGO
By MorphoTrust USA

Texas Fingerprint Service Code Form

Personal Review

Service Name: Personal Review

To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following service code

11FT12

Background Check Authorization

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



CITY OF GEORGETOWN
GEORGETOWN POLICE DEPARTMENT
PEDDLERS AND SOLICITORS PERMIT – APPLICATION

Sys #	_____
Permit#	_____
Expires	_____

Name of Organization / Company	Phone
Address, City, State, Zip	

The Applicant is peddling or making solicitations for (Choose one of the following):

- Commercial Charitable / Non-profit Political

List all goods to be sold or services to be rendered:

Main Person or Point of Contact to this Permit Application:

Name				Phone	
Date of Birth (Month/Day/Year)				Address, City, State, Zip	
Hair Color	Eye Color	Height	Weight	Race	Sex (Male or Female)
Driver's License No.		State	Social Security No.		Passport

Note: Additional Peddler/Solicitors listed on supplemental form(s)

PERMIT FEE	Single – 1 Person	\$15.00
	Group – 2 or more Persons	\$25.00
	Charitable, Non-Profit, Political, Religious Organizations	Exempt

Note: Acceptance of this application and granting of permit in no way represents endorsement or approval by the City of Georgetown or any of its officers or employees.

PERMIT NOT TRANSFERABLE – Permits are good for only **90 Days**

I certify that all information presented her is complete and correct and that I have read and understood the general rules pertaining to soliciting within the Georgetown City Limits.

Signature

Date

For Office Use Only:

Approved by Georgetown Police Services: (Signature)		Date:
Status Clear	<input type="checkbox"/> Yes <input type="checkbox"/> No	Initials
		Date:

CITY OF GEORGETOWN ADDITIONAL SOLICITORS

Name of Organization / Company	Phone
Address, City, State, Zip	

Solicitor Information / Identification / Physical Description

Name (Last, Middle, Suffix)		DOB		Hm Phone:	
		SSN		Cell Phone:	
Address, City, State, Zip		Race	Sex	DL# STATE	
Height	Weight	Hair Color		Eye Color	Passport
Name (Last, Middle, Suffix)		DOB		Hm Phone:	
		SSN		Cell Phone:	
Address, City, State, Zip		Race	Sex	DL# STATE	
Height	Weight	Hair Color		Eye Color	Passport

Solicitor Information / Identification / Physical Description

Name (Last, Middle, Suffix)		DOB		Hm Phone:	
		SSN		Cell Phone:	
Address, City, State, Zip		Race	Sex	DL# STATE	
Height	Weight	Hair Color		Eye Color	Passport
Name (Last, Middle, Suffix)		DOB		Hm Phone:	
		SSN		Cell Phone:	
Address, City, State, Zip		Race	Sex	DL# STATE	
Height	Weight	Hair Color		Eye Color	Passport

Solicitor Information / Identification / Physical Description

Name (Last, Middle, Suffix)			DOB		Hm Phone:
			SSN		Cell Phone:
Address, City, State, Zip			Race	Sex	DL# STATE
Height	Weight	Hair Color		Eye Color	Passport
Name (Last, Middle, Suffix)			DOB		Hm Phone:
			SSN		Cell Phone:
Address, City, State, Zip			Race	Sex	DL# STATE
Height	Weight	Hair Color		Eye Color	Passport

Solicitor Information / Identification / Physical Description

Name (Last, Middle, Suffix)			DOB		Hm Phone:
			SSN		Cell Phone:
Address, City, State, Zip			Race	Sex	DL# STATE
Height	Weight	Hair Color		Eye Color	Passport
Name (Last, Middle, Suffix)			DOB		Hm Phone:
			SSN		Cell Phone:
Address, City, State, Zip			Race	Sex	DL# STATE
Height	Weight	Hair Color		Eye Color	Passport

Solicitor Information / Identification / Physical Description

Name (Last, Middle, Suffix)			DOB		Hm Phone:
			SSN		Cell Phone:
Address, City, State, Zip			Race	Sex	DL# STATE
Height	Weight	Hair Color		Eye Color	Passport
Name (Last, Middle, Suffix)			DOB		Hm Phone:
			SSN		Cell Phone:
Address, City, State, Zip			Race	Sex	DL# STATE
Height	Weight	Hair Color		Eye Color	Passport

VEHICLE LIST

Vehicles used to Peddle/Solicit within the City Limits of Georgetown, TX:

1	License Plate No.	State	VIN#		Owner	
	Year	Make	Model		Color	Style
2	License Plate No.	State	VIN#		Owner	
	Year	Make	Model		Color	Style
3	License Plate No.	State	VIN#			
	Year	Make	Model		Color	Style
4	License Plate No.	State	VIN#			
	Year	Make	Model		Color	Style