



Updated 7/19/2022

PROCEDURES FOR OBTAINING A PERMIT TO CANVASS, SOLICIT, AND/OR PEDDLE

Pursuant to City of Port Orange, Code of Ordinances, Chapter 18, Article VI, any applicant wishing to obtain a Permit to Canvass, Solicit, and/or Peddle (often referred to as a “Solicitor’s Permit”) within the City of Port Orange must follow the instructions below:

1. The City’s application can be obtained from the City’s website (www.port-orange.org), under the City Clerk’s page. The application may also be obtained by visiting the Port Orange Police Department (POPD) or the City Clerk’s Office at City Hall during normal business hours.
2. After completing the application (including having the application notarized), the applicant must submit it to the City Clerk’s Office, along with a copy of his/her driver’s license or state issued identification, and payment of the \$30.00 **non-refundable** fee, payable to the City of Port Orange.
3. The applicant must complete fingerprinting via *LiveScan*. This can be done at the POPD or any approved *LiveScan* provider. The fee for fingerprinting at POPD is \$5.00 for residents, \$7 for nonresidents. The agency performing the fingerprinting will need to be given the City Clerk’s ORI number. The applicant will be provided a TNC number after the fingerprints are submitted.
4. The applicant must within 30 days submit that TNC number through the FDLE website and pay the fee for a state criminal history check. FDLE currently charges \$24.00 per record check for this check. This process can take several weeks. FDLE Website:
<https://caps.fdle.state.fl.us/caps/homePage.jsf>
5. After the FDLE background check, the POPD shall conduct an investigation as to the individual/business applying for a permit, including but not limited to, reference checks and local background checks.
6. After the POPD has received the results of the FDLE background check from the City Clerk and performed their own investigation, the Chief of Police, or other designee, shall approve or reject the application and return said application to the City Clerk’s Office.
7. If the application is approved, the City Clerk, or the City Clerk’s designee, shall contact the applicant to inform of same and issue the permit
8. If the application is not approved, the Chief of Police, or the Chief’s designee, shall write the reason for disapproval and return to the application to the City Clerk, who shall advise the applicant in writing of same.

The full process may take approximately thirty (30) days.

*****PLEASE BE ADVISED THAT A SOLICITOR’S PERMIT WILL NOT ALLOW YOU TO LEAVE FLYERS, DOOR HANGERS, SIGNS, OR OTHER ADVERTISING MATERIALS ON ANY PUBLIC OR PRIVATE PROPERTY IN SUCH A MANNER THAT THE SAME MAY BE BLOWN, CARRIED BY WATER OR OTHERWISE SCATTERED BY THE ELEMENTS, OR SO AS TO CONSTITUTE LITTER. FOR MORE INFORMATION, PLEASE READ LAND DEVELOPMENT CODE CHAPTER 15, SECTION 5(a)(23).*****

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