



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

Any for-profit applicant wishing to obtain a Permit/License 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. Obtain the application from the City’s website (www.port-orange.org), under the City Clerk’s page or the Police Department’s page. The application may also be obtained by visiting the Port Orange Police Department or the City Clerk’s Office at City Hall during normal business hours.
2. After completely filling out the application (including having the form notarized), applicant must submit it to the Police Department, along with a copy of his/her driver’s license, copy of business license, and a check or money order payable to FDLE in the amount of \$24.00, at which time the Applicant shall be fingerprinted. A charge of \$5.00 for city residents and \$7.00 for non-residents will be charged by, and is payable to, the Port Orange Police Department for fingerprinting. Application submittal and fingerprinting shall be handled by the PD on Mondays, Wednesdays, and Fridays during the hours of 9:00a.m. and 4:00p.m. in the Lobby of the Port Orange Police Department.
3. The Port Orange Police Department will then forward the fingerprint card to FDLE, who provides access to Florida criminal history information consistent with Section 943.053, F.S. The fee for a state criminal history record check has been statutorily set at \$24.00 per record check. This process can take several weeks. **The full process may take approximately thirty (30) days.**
4. During the fingerprint processing time, the Port Orange Police Department shall conduct an investigation as to the individual/business applying for a permit, including but not limited to, reference checks and local background checks.
5. After the Port Orange Police Department has received the results of the FDLE background check 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.
6. If the application is approved, the City Clerk, or other designee, shall contact the Applicant to inform of same. Applicant will then be required to obtain the permit/license from the City Clerk upon payment of the \$30.00 **non-refundable** fee, payable to the City of Port Orange.
7. If the application is not approved, the Chief of Police, or other designee, shall write the reason for disapproval and return to application to the City Clerk, who shall advise applicant in writing of same.

*****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. FOR MORE INFORMATION, PLEASE READ LAND DEVELOPMENT CODE CHAPTER 15, SECTION 3(b)(26).*****