



Petaluma Police Department INSTRUCTIONS FOR SOLICITOR PERMIT NEW APPLICANTS

Please review this notice and follow the instructions in order for your application to be processed. Failure to follow the instructions will delay your request for a permit. Solicitor permits are valid for 120 days.

Applications will be accepted at the Petaluma Police Department during regular business hours:

**Monday - Thursday
8:30 am - 5:00 pm**

What you need to do:

1. Pay the \$32 fingerprint fee at the Petaluma Police Department
2. Bring the Request for LiveScan Service form to a LiveScan location, pay their service fee, and be fingerprinted
3. Within 30 days of your fingerprinting, bring the following to the Petaluma Police Department
 - The completed Petaluma Police Department Solicitor & Peddler Permit Application
 - Your driver license
 - Your Business Tax License
 - Your Health & Safety Certificate (if selling food products)
 - Your resident alien card, if you're not a U.S. citizen
 - The pink copy of the completed Request for LiveScan Service form
4. Pay the \$92 application processing fee at the Petaluma Police Department

Please note:

- Completed applications must be returned to the Petaluma Police Department within 30 days of being fingerprinted. If more than 30 days has passed, the applicant will have to pay the fees again and be re-fingerprinted.

The Petaluma Police Department will contact you at the number you provide when your application has been processed.