

# 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: Finger Print Card & TX DPS Criminal History Records - Both have separate fees & costs)

- **FINGERPRINT CARD (1 card)**
  - Set an appointment with Identogo (there's one at TX DPS in Pflugerville): <https://uenroll.identogo.com/servicecode/11FT12> OR by calling 1-888-467-2080.  
(See the attached Texas DPS Crime Records Service)
  - OR
  - Contact Texas Department of Public Safety at 512-424-2000 for more information.
- **TEXAS DEPARTMENT OF PUBLIC SAFETY – CERTIFICATION OF CRIMINAL HISTORY RECORD**
  - Set an appointment with Identogo (there's one at TX DPS in Pflugerville): <https://uenroll.identogo.com/servicecode/11FT12>
  - TX DPS AUSTIN, Address: 108 Denson Dr, Austin, TX 78752;  
Hours: MON - FRI 8AM - 5PM; Ph: (512) 424-2000 TX Criminal History Background Check
- **Driver's License / Passport ID** (GPD Records will scan it);
- **Phone Number, Social Security Number, Address** (information for the application);
- **Vehicle License Plates & Year/Make/Model/ VIN#**

There also needs to be a main person or point of contact to each permit.

The Criminal History will be mailed to your address within 10 days from TX DPS. It is a big white envelope. Please "**DO NOT OPEN IT**", Georgetown Police Records will open it and review it along with the fingerprint card(s). Please allow time for processing (2-4 days; excludes holidays).

Permits are good for only **90 days**. Fingerprint cards are good for one year; however, a Criminal History is only good for the 90 days.

Online GPD Solicitors Permit Information (Forms):

<https://files.georgetown.org/files/2011/08/PEDDLERS-AND-SOLICITORS-PERMIT-APPLICATION.pdf>

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**.
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/ProveIdForFingerprinting.pdf](http://www.dps.texas.gov/administration/crime_records/docs/ProveIdForFingerprinting.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."
- 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."
- 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](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 – CHAPTER 6.16 – PEDDLERS AND SOLICITORS**

### CHAPTER 6.16. - PEDDLERS AND SOLICITORS

#### Sec. 6.16.010. - Definitions.

- A. "Peddler" means any person who engages in commercial activities within City limits by carrying goods or merchandise and selling or offering for sale for immediate delivery such goods or merchandise from house-to-house, or business-to-business.
- B. "Solicitor" means any person who solicits or attempts to solicit, from house-to-house, or business-to-business, funds or orders for services, commercial goods, wares, merchandise, subscriptions or publications to be delivered at a future date or time.

(Ord. No. 2009-51, § 2; Ord. No. 2002-63, § 2; Ord. 98-49 § 3 (part))

#### Sec. 6.16.020. - Permit—Required.

It is unlawful for any peddler or solicitor to engage in business within the City without first obtaining a permit from the City of Georgetown Police Services Records Section.

(Ord. 98-49 § 3 (part))

#### Sec. 6.16.030. - Permit—Exemptions.

- A. The following are excluded from permitting provisions:
  - 1. Newspaper carriers;
  - 2. Farmers who sell agricultural products that were raised or grown by them;
  - 3. Locally-based non-profit organizations;
  - 4. Religious proselytizing or distribution of religious literature;
  - 5. Political speech; or
  - 6. Canvassers who attempt only to distribute handbills or to solicit political support or to determine opinions or sentiments.
- B. Persons who are exempt from the permitting requirements pursuant to Subsection A, above, shall be subject to the provisions of Sections 6.16.130 and 6.16.140; and are encouraged to notify the Georgetown Police Department as to the approximate dates of the door-to-door activities, and the areas in which they will be working.

(Ord. No. 2002-63, § 3; Ord. 98-49 § 3 (part))

#### Sec. 6.16.040. - Permit—written application required.

Any peddler or solicitor desiring to engage in activities as a peddler or solicitor within the City must file a written application for permit with the Georgetown Police Services Records Section, which application shall give the following information:

- A. Applicant's name, telephone number, address, birth date, physical description, finger or thumbprint, criminal history check from the Texas Department of Public Safety, and either:
  - 1. Driver's license number and state, or
  - 2. Social Security number and an official, government-issued picture identification card;
- B. If the applicant is peddling or making solicitations for any commercial, charitable or political organization, the name, telephone number and address of such organizations;
- C. Full and complete list of goods to be sold and/or services to be delivered;
- D. For each individual involved in the peddling or solicitation campaign: name, telephone number, address, birth date, physical description, and either:
  - 1. Driver's license number and state, or
  - 2. Social Security number and an official, government-issued picture identification card;
- E. Description (year, make, type) and license plate number and state of all vehicles to be used in soliciting and peddling;
- F. Applicant must provide original identifying documents to the Georgetown Police Services Records Section upon request.

(Ord. No. 2002-63, § 4; Ord. 98-49 § 3 (part))

Sec. 6.16.050. - Permit—Fees.

All peddlers and solicitors not exempted by Section 6.16.060 shall pay a permit fee to the Georgetown Police Services Records Section of \$15.00 for one individual or \$25.00 for any group of two or more.

(Ord. 98-49 § 3 (part))

Sec. 6.16.060. - Permit—Fees—Exemptions.

The following are exempt from the permit fee:

- A. Any individual soliciting or peddling for a philanthropic, charitable, political or religious organization;
- B. Any individual engaged in interstate commerce.

(Ord. 98-49 § 3 (part))

Sec. 6.16.070. - Permit—Denial.

- A. A copy of the application for permit will be referred to the Georgetown Police Services Records Section who will undertake an investigation of the applicant's record and background, such as shall be reasonably necessary to protect the public. An application for permit under this chapter may be denied where:

CHAPTER 6.16 PAGE 2

1. Required application information is incomplete or incorrect;
2. Applicant is currently wanted on warrant for arrest.
3. Applicant has been convicted of any offense reportable by the City to the Texas Department of Public Safety or the Federal Bureau of Investigation under "Index Crimes" Part I and/or Group A of the National Incident Base Reporting System or Crime Index programs or other law enforcement reporting system (e.g. aggravated assault, burglary, forcible rape, larceny-theft, motor vehicle theft, murder, non-negligent manslaughter, and robbery).

- B. If the Georgetown Police Services Records Section denies a permit, applicant may appeal this decision in writing to the Chief of Police, which may affirm, modify or reverse the decision of the Georgetown Police Services Records Section.

(Ord. No. 2004-40, § 2; Ord. No. 2002-63, § 5; Ord. 98-49 § 3 (part)) Sec. 6.16.080. - Permit—  
Issuance, duration.

- A. If the Georgetown Police Service Records Section finds that the application is completed in conformance with Section 6.16.040 through 6.16.070, a permit shall be issued within five (5) working days. The permit shall be the original application under Section 6.16.040, with an official stamp indicating approval by the Georgetown Police Service Records Section. Each permit will be valid for ninety (90) days from date of issue.
- B. The permittee is required to notify the Georgetown Police Service Records Section before any peddling or soliciting under the issued permit is conducted in any new calendar month after the issuance of the permit. At this time, the permittee will update any information required under Section 6.16.040 that has changed.
- C. The Georgetown Police Service Records Section will retain one copy of the approved permit for official records. The permit may not be represented as an endorsement or approval by the City of the purposes of a solicitation or a product offered by the permittee.
- D. Only those peddlers or solicitors whose names are listed on the approved application may conduct business under the issued permit. If any new peddlers or solicitors join the campaign after the original permit is issued, they must supply the Georgetown Police Service Records Section with the information required in Section 6.16.040.

(Ord. No. 2009-51, § 3; Ord. No. 2009-09, § 2; Ord. 98-49 § 3 (part))

Sec. 6.16.090. - Permit—Display.

Each peddler or solicitor will carry his or her permit at all times while engaging in business in the City. Upon request or demand, the peddler or solicitor will exhibit the permit to indicate compliance with all of the relevant requirements of this chapter.

(Ord. 98-49 § 3 (part))

Sec. 6.16.100. - Permit—Non- transferability.

Permits issued under the provisions of this chapter are not transferable in any situation and will be clearly marked "Not transferable."

(Ord. 98-49 § 3 (part))



Sec. 6.16.110. - Permit—Suspension.

- A. The Chief of Police or the Chief's designee may, upon documented complaint or violation of law, suspend and confiscate a permit issued under this chapter.
- B. Peddlers and solicitors whose licenses are suspended have three business days during which to request an administrative review of the suspension. If request for administrative review is not made within three working days, the permit is revoked.

(Ord. 98-49 § 3 (part))

Sec. 6.16.120. - Permit—Revocation.

- A. Upon permittee's request, the city police services records section shall provide the permittee with written notice containing particulars of any and all complaints against him or her, and the time, date and place for an administrative review of the suspension.
- B. The city police services records section will conduct an administrative review to determine whether the permit shall be restored or revoked.
- C. After notice and review, the city police services records section may revoke any permit issued under this chapter for the following reasons:
  - 1. Fraudulent statements, omissions on permit application or in conduct of permitted business;
  - 2. Violation of law;
  - 3. Endangerment of public welfare, health or safety.
- D. If the city police services records section revokes a permit, applicant may appeal this decision in writing to the City Council, which may affirm, modify, or reverse the decision of the city police services records section.
- E. Revocation of any permit shall bar the permittee from eligibility for any person under this chapter for a period of one year.

(Ord. 98-49 § 3 (part)) Sec. 6.16.130. - Hours and places of solicitations.

- A. No peddler or solicitor may conduct activities defined in Section 6.16.010 except between the hours of eight a.m. and sunset.
- B. No peddler or solicitor may peddle or solicit in the public streets, or from medians in the streets, within the City limits, or in any way block, obstruct, or unduly hinder passage on public streets within the City limits.

(Ord. No. 2003-36, § 2)

**Editor's note**— Ord. No. 2003-36, § 2, adopted June 10, 2003, amended § 6.16.130 in its entirety to read as herein set out. Formerly, § 6.16.130 pertained to the hours of operation and derived from Ord. No. 98-49, § 3(part). Sec. 6.16.140. - No solicitor signs.

Any peddler or solicitor who conducts or attempts to conduct business at a place where a sign clearly indicates that solicitors or peddlers are unwelcome is in violation of this chapter.

(Ord. 98-49 § 3 (part))

Sec. 6.16.150. - Violation—Penalty.

Any person violating the provisions of this chapter is guilty of a Class 'C' misdemeanor and upon conviction shall be fined not more than allowed by law.

(Ord. 98-49 § 3 (part))

**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)

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

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