



Application for **Vendor/Solicitor Permit**

As part of the application process to obtain a solicitors permit with the Town of Providence Village, you are subject to a criminal background screening. The process will be conducted independently by Integrated Screening Partners (ISP) at a cost of \$25.00, which is payable at the time you submit the background check application, and any state fees which will be assessed before your order completes.

Please use the following link and follow the instructions provided. In order to successfully submit the background check, you will be required to provide your:

- Full legal name
- Social Security Number
- Current Address
- Date of Birth
- Credit Card Information

Link: https://www.orders.integratedscreening.com/cgi-bin/pub/schoolcheck_getform?school=130

Prior to submitting the background check application, you will also be required to read and sign a consent form. Once your background check has been completed, you will be provided a copy of the final report which you should print and attach to your application.



Application for **Vendor/Solicitor Permit**

Vendors Must Furnish:

Completed Application

Criminal Background Screening Report

Applicable Health Certifications

Driver's License/Valid Identification

Copy of Certificate of Authority to do business in the State of Texas- to include Texas Sales Tax Permit- listing PV as the recipient for the sales tax

Require Fees

Copy of Insurance Policy or \$1,000 Surety Bond

Note:

Food vendors **MUST** furnish proof of Health Code Permits prior to issuance of Vendors Permit by Town of Providence Village.

Vendors using electrical, gas propane or other energy sources **MUST** receive approval from the Fire Marshal's office prior to issuance of Vendor's permit by Town of Providence Village.

Vendor's using a temporary structure **MUST** receive approval from Fire Marshal's office prior to issuance of Vendor's Permit by Town of Providence Village.



Application for **Vendor/Solicitor Permit**

Fee Schedule: Make Checks Payable to: Town of Providence Village

Type of License	License Fee *
<p>Hawker / Peddler</p> <ul style="list-style-type: none"> • Resident of Town of Providence Village • Non-resident of Town of Providence Village <p>Canvasser / Solicitor</p> <ul style="list-style-type: none"> • Resident of Town of Providence Village • Non-resident of Town of Providence Village • Cash Bond 	<p>License Fee *</p> <ul style="list-style-type: none"> • \$25.00 Resident • \$50.00 Non-resident • \$100.00 • \$150.00 • \$250.00
<p>Itinerant Vendor (residents - 1 month duration) (Non-resident - 15 days)</p> <ul style="list-style-type: none"> • Resident of Town of Providence Village • Non-resident of Town of Providence Village • Cash Bond <p>Hawker & Peddler Large Trucks</p> <ul style="list-style-type: none"> • Non-Resident of Town of Providence Village 	<ul style="list-style-type: none"> • \$100.00 • \$200.00 • \$250.00 • \$200.00

* All fees are per person.



Application for **Vendor/Solicitor Permit**

Itinerant Vendor/ Peddler's Application

EACH PERSON PEDDLING OR ASSISTING MUST BE INDIVIDUALLY LICENSED

Type or Print in Ink

Company Information: Firm Peddler is Representing																																		
1	Full Name of Company																																	
2	Home Office Address																																	
3	Local Texas Address																																	
4	Texas Registered Agent's Name and Address																																	
	Name	Address																																
	Name	Address																																
5	Immediate Employers Name and Address																																	
	Name	Address																																
6	Type of Structure Containing Operations (Tent, Trailer, ETC)																																	
7	Address where you will be conducting business																																	
	Door-to door	Temporary Address																																
*If a temporary address, please attach a copy of the lease/letter from owner																																		
Product or Services Information																																		
8	Give full description of product or services to be sold or demonstrated																																	
9	Approximate Sales Price																																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 60%;">Products</th> <th style="width: 10%;"></th> <th style="width: 10%;">Price</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>A</td> <td></td> <td>A</td> <td>\$</td> <td></td> </tr> <tr> <td>B</td> <td></td> <td>B</td> <td>\$</td> <td></td> </tr> <tr> <td>C</td> <td></td> <td>C</td> <td>\$</td> <td></td> </tr> <tr> <td>D</td> <td></td> <td>D</td> <td>\$</td> <td></td> </tr> <tr> <td>E</td> <td></td> <td>E</td> <td>\$</td> <td></td> </tr> </tbody> </table>						Products		Price		A		A	\$		B		B	\$		C		C	\$		D		D	\$		E		E	\$	
	Products		Price																															
A		A	\$																															
B		B	\$																															
C		C	\$																															
D		D	\$																															
E		E	\$																															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 60%;">Services</th> <th style="width: 10%;"></th> <th style="width: 10%;">Price</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>A</td> <td></td> <td>A</td> <td>\$</td> <td></td> </tr> <tr> <td>B</td> <td></td> <td>B</td> <td>\$</td> <td></td> </tr> <tr> <td>C</td> <td></td> <td>C</td> <td>\$</td> <td></td> </tr> <tr> <td>D</td> <td></td> <td>D</td> <td>\$</td> <td></td> </tr> <tr> <td>E</td> <td></td> <td>E</td> <td>\$</td> <td></td> </tr> </tbody> </table>						Services		Price		A		A	\$		B		B	\$		C		C	\$		D		D	\$		E		E	\$	
	Services		Price																															
A		A	\$																															
B		B	\$																															
C		C	\$																															
D		D	\$																															
E		E	\$																															



Application for **Vendor/Solicitor Permit**

10	Name and Address of Applicants Bank			
11	Name and Addresses of Two Local Credit References			
A				
B				
12	Name and Addresses of Next of Kin			
A				
B				
13	List of five (5) cities/towns wherein applicant has worked before coming to Providence Village			
A			B	
C			D	
E			F	
14	Will you demand, accept or receive payment or deposit in advance of final delivery?			
	Yes		No	
15	Have you ever been convicted of a felony of any nature or any other crime or moral turpitude in Texas of any other state? Have you ever been convicted of any crime, misdemeanor, or violation of any state or federal law or municipal ordinance or code?			
	Yes		No	
	If yes, give information regarding the nature of the offense; the punishment or penalty assessed therefore, if previously convicted; and the place and date.			
16	Have you ever had a vendor/solicitor permit revoked by the Town of Providence Village?			
	Yes		No	
I certify that my answers to the questions on this application are true and correct to the best of my knowledge. I further understand that by falsifying or failing to provide information, my application will automatically be denied approval.				
Signature			Date	
Personal Information for Each Company Representative				
1	Name			
	First	Middle		Last
2	Age	3	Gender	4
5	Height	6	Color Hair	7
8	Color Eyes	9	Birth Date	10
11	Beginning Date and Ending Date	_____ / _____ / 20__ through _____ / _____ / 20__		
12	Phone Number			



Application for **Vendor/Solicitor Permit**

13	Mobile Number			
14	E-mail Address			
15	Permanent Address			
16.	Local Address			
17	Social Security No.		TX Driver's License No	
18	Vehicle Description			
	Make		Model/Color	/
	License Plate		State of Registration	

Fire Marshal's Office Approval				
Application Received By			Date	
Application Approved by			Date	
Refused		Reason		
Town Secretary's Office				
Application Received By			Date	
Application Approved by			Date	
Refusal Reasons		Date		

Attachments:

- _____ Criminal Background Screening Report
- _____ Health Certificate/Food Vendors
- _____ Fire Marshal's Approval for event
- _____ Driver's License



Application for **Vendor/Solicitor Permit**

- _____ Copy of Certificate to conduct business - State or Federal
- _____ Filing Fees
- _____ Copy of Insurance or Surety Bond
- _____ Copy of State Comptroller Sales Tax Permit (Providence Village listed as Sales Tax recipient)

Please Return to:	Town of Providence Village 1755 Main Street Providence Village, Texas 76227
-------------------	---