



## CITY OF HALTOM CITY, TEXAS

### SOLICITOR AND VENDOR PERMIT APPLICATION

### Solicitor's Permit Checklist

1. Complete Solicitor's Application. Please note: Each person must complete the application with their personal information.
2. Copy of Applicant's Driver License
3. Photographs of the applicant (2 inches x 2 inches) have been taken within 60 days before the filling of the application.
4. A health permit is required for food vendors. The applicant must provide a copy of the health permit issued by the Tarrant County Public Health Department.
5. A copy of a Business License or Corporate identification authorizing to do business in the State of Texas.
6. A copy of Texas Sales and Use Tax Permit or proof that the goods sold are not subject to such sale tax.
7. If a motor vehicle is to be used, a description of the vehicle and the vehicle registration number and license number. Vehicle Insurance is acceptable.
8. Letter of Intent completely describing daily activity/use of the intended vending.
9. Solicitor Bond - surety bond/ license & permit bond (\$2000 surety bond is required). *If the applicant is a person engaging in peddling through one or more agents or employees, then the applicant shall be required to enter in only one bond, in the sum of \$2,000.00. \*\*\*If the bond has not expired or has been renewed, and a copy of the original is not available, please submit a "Continuation Certificate of the Solicitor Bond", or a "Verification Certificate for Indefinite Term Surety Bond" from Insurance company to verify that the bond is still valid for the current year, or a summary of "Billed Policy" showing the bond has been renewed.*
10. Application Fee will be \$100.00 for each vendor\ applicant – Nonrefundable (Money order, Cash or Certified Check). Please make check payable to "The City of Haltom City"

**\*\*\* Permit will expire on December 31 of the year the permit was issued.** Each applicant is responsible for submitting the required document listed above every single time you apply for this type of permit. The city is not responsible for keeping track of your document once the permit has expired.

**Solicitor permit processing is available by appointment only between  
9:00am and 4:00pm Monday through Friday  
Contact the City Secretary's Office to schedule an appointment.  
(817-222-7754 or 817-222-7749)**



## CITY OF HALTOM CITY, TEXAS

### SOLICITOR AND VENDOR PERMIT APPLICATION

*Failure to provide a complete and thorough application or the falsification of any part of the application shall be grounds for the denial or revocation of a license.*

#### **A. APPLICANT**

Applicant Full Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Issuing State: \_\_\_\_\_

Email Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Address While Soliciting in Haltom City: \_\_\_\_\_

Name, address, and phone number of two personal references:

\_\_\_\_\_  
\_\_\_\_\_

Name, address, and phone number of two business references:

\_\_\_\_\_  
\_\_\_\_\_

Applicant's previous residence addresses within the last year:

\_\_\_\_\_  
\_\_\_\_\_

Applicant's previous business addresses within the last year:

\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of any crime directly related to peddling? Yes ☐ No ☐

If yes, list the date, location, and nature of the offense and penalty received:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested, charged or convicted of a felony or misdemeanor?

Yes ☐ No ☐

If yes, list the nature of the offense and the punishment or penalty:

\_\_\_\_\_  
\_\_\_\_\_

#### **B. ORGANIZATION/ COMPANY**

Organization/ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Federal ID: \_\_\_\_\_

**C. SOLICITATION INFORMATION**

State the type of goods/ service you desire to sell: \_\_\_\_\_

Specify location to solicit goods/service: \_\_\_\_\_

Approximate dates solicitor will be in the city: \_\_\_\_\_

I, \_\_\_\_\_, understand that the permit applied for shall be subject to all the provisions and regulations of the City Code and all other ordinances of the city and laws of the state, and I certify that I and all of my employees, agents, and operators, will comply with said ordinances and laws.

I, \_\_\_\_\_, authorize the Haltom City Police Department to make an investigation of all information contained in this application for this permit, and do hereby authorize a review, full disclosure and release of all records, including but not limited to photocopies of records concerning myself, the company/ organization to any duly authorized agent to the Haltom City Police Department, whether the said records are of public, private, or confidential nature. I further release from all liability all persons and agencies supplying such information.

***WARNING: False statement on this application constitutes Perjury and, upon conviction, is punishable by up to one year in jail, and a fine up to \$500.00 (each day shall constitute a separate offense), or both. I hereby swear or affirm that the information given on this application is true and correct. I acknowledge that application fees for denied applications will be forfeited. Applications will be approved or denied no sooner than 5 business days or no more than 30 business days after submission of complete application and documentation.***

\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
DateState of Texas )  
County of \_\_\_\_\_ )Before me, \_\_\_\_\_, on this day personally appeared  
(Name of Notary)\_\_\_\_\_  
(Name of person acknowledging signature) known to me be the same person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of the office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

(Notary Seal)

\_\_\_\_\_  
Typed or Printed Notary's Name\_\_\_\_\_  
My Commission Expires

# PERSONAL INQUIRY WAIVER

Applicant's Legal Name: \_\_\_\_\_

List any other names used: \_\_\_\_\_

List all residential address in the last 5 years (list present address first): \_\_\_\_\_

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*(Continue your answer on separate paper if necessary)*

I respectfully request and authorize you to furnish the City of Haltom City any and all information that you may have concerned me, my work record, school record, my reputation, my financial, and credit status. Please include any and all medical, physical, and mental records or reports, including all information of a confidential or privileged nature, and photostats of same, if required. This information is to be used to assist the City of Haltom City in determining my suitability for obtaining a license or permit to operate within the City of Haltom City.

I hereby release you, your organization, or others from any liability or damage which may result from furnishing the information requested above.

Applicant's signature

Date \_\_\_\_\_

Applicant's address	City	State	Zip
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State of Texas )

County of \_\_\_\_\_ )

Before me, \_\_\_\_\_, on this day personally appeared

\_\_\_\_\_ known to me be the same person whose  
(Name of person acknowledging signature)  
name is subscribed to the foregoing instrument and acknowledged to me that he/she  
executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of the office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary

(Notary Seal)

Typed or Printed Notary's Name

---

My Commission Expires

**For Official Use Only**

Applicant Name: \_\_\_\_\_

Organization/ Company Name: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Issued by: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Background Check: ☐ Approved ☐ Denied

Background Check Approved by: \_\_\_\_\_

Application Status: ☐ Approved ☐ Denied

If denied, reason(s): \_\_\_\_\_

Application processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
City Secretary

## **NOTICE OF SOLICITOR ORDINANCE REGULATIONS**

(To be completed and attached to the application)

### **PERMIT REQUIRED**

It is unlawful for any person, individual or in association with others, to engage in peddling without having a valid, current permit issued by the city of Haltom City.

It is unlawful for any person to solicit without having the permit displayed on his person, or to fail or refuse to show or display such permit upon the request of any person demanding the same.

It is unlawful for any children 16 years of age, or younger, to solicit within the City unless said children are actively supervised by an adult person at least 18 years of age who is permitted or registered, depending on the type of solicitation.

### **PERMIT HOURS OF SOLICITATION**

It is unlawful for any person as a Solicitor to go in or upon the premises of a private residence in the City of Haltom City prior to 9:00 a.m. or after dark (30 minutes after sunset) of any day, Monday through Saturday, or at any time on Sunday or any other Federally designated holiday, or, on any day where the Department of Homeland Security has declared an Orange or Red State of Alert.

### **PROHIBITING PEDDLERS**

- No solicitation is permitted on, in, upon, or around City Right of Way, with or without a permit.
- Misrepresent the purpose of the solicitation.
- Misrepresent the affiliation of those engaged in the solicitation.
- Continue efforts to solicit from an individual once that individual informs the solicitor that he/she does not wish to give anything to or buy anything for that solicitor.
- Represent the issuance of any permit under this chapter as an endorsement or recommendation of the solicitation.
- Solicit at any residence or building which has posted a "No Solicitors" or "No Peddlers" sign unless the visit is the result of a request made by the occupant.
- Act in any manner that is contrary to Federal, State and Local law.

### **PERMIT REVOCATION.**

**Your permit to peddle or solicit will be revoked immediately for any of the following:**

- Failure to provide a complete and thorough application, or the falsification of any part of the application.

- Solicitor engages in any type of “hard sell” or disruptive tactics.
- Solicitor refuses to leave the premises when an individual has informed the solicitor that he/she does not wish to give or purchase anything.
- Solicitor goes on property where the owner has displayed a sign that say “No Solicitors” or “No Peddlers.”
- Solicitor misrepresents the affiliation of those engaged in the solicitation.
- Solicitor engages in offensive, argumentative, or rude conduct.
- Solicitor represents the issuance of any permit as an endorsement or recommendation of the solicitation.
- Solicitor violates any Federal, State or local laws or ordinances.
- The applicant has ever been convicted of any felony or class A or B misdemeanor directly related to the applicant’s engaging in peddling.
- The applicant has been convicted of a felony or misdemeanor within five years before applying for the permit.

I, \_\_\_\_\_, hereby understand and agree to abide by the above rules and regulations for Peddler/Solicitation program of the City of Haltom City, Texas and that it is my responsibility to review the rule and regulations prior to soliciting or peddling. I acknowledge that violating any of the requirements will result in the revocation of my permit and the permit for my organization.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date