



**APPLICATION FOR SOLICITORS PERMIT**  
NON TRANSFERABLE  
APPLICATION FEE: \$47.00 (NON-REFUNDABLE)  
CHECKS: PAYABLE TO TREASURER, CHESTERFIELD COUNTY

Applicant's Full Legal Name \_\_\_\_\_  
Last Name First Name Middle Name

Maiden Name (where applicable): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Place of Birth (City and State): \_\_\_\_\_

Sex:  Male  Female Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Present Temporary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Last Temporary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Current Firm or Company: \_\_\_\_\_ Present Job Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Previous Firm or Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

List the kind of goods offered for sale or the type of service(s) to be performed:  
\_\_\_\_\_

List the specific area(s) of Chesterfield that **you** will be working: \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** County Ordinance requires that you furnish the County Police Department with an accurate daily list of the specific area (s) of the County where you will be working.

Anticipated length of stay in Chesterfield County: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Current Address of Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**VEHICLE USED:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

License Number: \_\_\_\_\_ State: \_\_\_\_\_

Is this vehicle registered in your name?  No  Yes

Name of registered owner: \_\_\_\_\_

Address where vehicle is currently kept: \_\_\_\_\_

Company's ID Card Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**CONVICTIONS**

Have you ever been convicted of a Felony?  No  Yes: Date: \_\_\_\_\_

Jurisdiction (Place): \_\_\_\_\_ State: \_\_\_\_\_

Nature of the Felony: \_\_\_\_\_

Have you ever been charged with a criminal offense, whether as a juvenile or adult, other than traffic offenses?  No  Yes

Please list the date and jurisdictions in which the charge occurred. (If more space is needed, attach a separate sheet):

<u>Date</u>	<u>Criminal Charge</u>	<u>Jurisdiction</u>	<u>Convicted</u>
_____			<input type="checkbox"/> No <input type="checkbox"/> Yes
_____			<input type="checkbox"/> No <input type="checkbox"/> Yes
_____			<input type="checkbox"/> No <input type="checkbox"/> Yes

**I hereby certify that there are no willful misrepresentations in or falsifications of the above statements and answers to questions. I am aware that should the investigation disclose such omissions or misrepresentations and falsifications, my application will be rejected.**

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Authority:	_____



# Chesterfield County, Virginia Police Department

10001 Iron Bridge Road – P.O. Box 148 – Chesterfield, VA 23832  
Phone: (804) 748-1547 – Fax: (804) 768-0172 – Internet: chesterfieldpd.gov



**COLONEL JEFFREY S. KATZ**  
Chief of Police

## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, \_\_\_\_\_, authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by a duly authorized agent of the Chesterfield County Police Department whether the said records are of public, private or confidential nature.

The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation, which may provide pertinent data for the Chesterfield County Police Department to consider in determining my suitability for this permit or license. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for this permit or license.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney fees arising out of or by reason of complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature (sign before a notary public)

Commonwealth of Virginia, County of Chesterfield.

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Notary Public Signature

\_\_\_\_\_

Notary Number

\_\_\_\_\_

Commission Expiration Date



**THE COUNTY OF CHESTERFIELD VIRGINIA  
CHESTERFIELD COUNTY POLICE DEPARTMENT**

**CRIMINAL RECORD REQUEST**

Unit Number \_\_\_\_\_  
Employment  Permit

Print all the requested information CLEARLY.  
If an item of information is not applicable, print "N/A" in the item space.

Last Name			First Name			Full Middle Name		
	Month	Day	Year					
Alias and/or Nickname			Date of Birth			Social Security Number		
Place of Birth (City/Town)			State of Birth			Country of Birth		
Current Driver's License Number		State of Issue		Race		Sex		Age
	Feet	Inches						
Previous Driver's License Number		State of Issue		Height		Weight		
Hair Color		Eye Color		Complexion (Light, Med, Dark or Olive)				
Current Home Address			City		State/Country		Zip Code	
Previous Home Address			City		State/Country		Zip Code	
Home Phone Number			Business Phone Number			Cell Phone Number		
Email Address								

ARTICLE VIII. - SOLICITORS[7]

Footnotes:

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State Law reference— Authority of county with respect to solicitors, Code of Virginia, § 15.2-913; solicitation of contributions generally, Code of Virginia, § 57-48 et seq.

Sec. 15-161. - Definitions.

Chief of police: The Chesterfield County Police Chief or his designee.

Solicitor: A person who goes from door to door or location to location visiting residential premises for the purpose of selling or offering for sale any goods, wares, merchandise or services or accepting subscriptions or orders therefor.

(Code 1978, § 16.1-1; Ord. of 10-28-98, § 1)

Cross reference— Definitions and rules of construction generally, § 1-2.

Sec. 15-162. - Issuance of permit; renewal.

- (a) No person shall enter into or upon a residential premises within the county for the purpose of soliciting, unless he has received a permit from the chief of police.
- (b) Information required on the solicitor permit application shall include, but not be limited to, the following:
  - (1) The name, local and permanent addresses, age, date of birth, Social Security Number, race, weight, height, hair and eye color and any other distinguishing characteristics of the applicant, which shall be verified by an automobile operator's license or other photo identification issued by a government agency.
  - (2) The nature or purpose for which solicitations will be made and the nature of the goods, wares, merchandise or services offered for sale.
  - (3) The name and permanent street address of the employer or organization represented.
  - (4) A photograph of the applicant and fingerprints of the applicant.
  - (5) A statement of whether the applicant has been convicted of any felony or misdemeanor and, if so, the nature of the offense, when and where the conviction occurred and the penalty or punishment assessed therefor.
  - (6) The make, model and license number of any vehicle to be used.
  - (7) The specific area or areas of the county where the solicitor will be working.
  - (8) Written authorization to conduct a background investigation of the applicant, including fingerprints and personal descriptive information for the purpose of obtaining criminal history record information, the costs of which shall be borne by the applicant. The fingerprints shall be forwarded to Virginia State Police for processing through the Central Criminal Records Exchange to the Federal Bureau of Investigation as authorized by Code of Virginia, § 15.2-1503.1.
  - (9) Written declaration, dated and signed by the applicant, certifying that the information contained in the application is true and correct.
- (c) The applicant shall not be issued a permit if a county investigation or the information furnished in compliance with this article shows that the applicant has been convicted within the last ten years from the date of the application of a felony or any other crime materially affecting the applicant's ability to conduct the permitted activity including a crime involving moral turpitude, or had a prior permit revoked under any statute or ordinance similar in substance to the provisions of this article. A permit issued under this article shall be good for 30 days from the date of issuance unless earlier revoked. Every solicitor shall carry his permit with him at all times while engaged in soliciting, and shall display such permit to any person who shall demand to see the permit while he is so engaged.
- (d) A solicitor's permit which has expired may be renewed for an additional 11-month period, upon the execution of a renewal application setting forth one of the following: (i) a certification that the statements made in the original application are still true and accurate statements at the time the renewal application is filed, or (ii) all changes in the original application required by a change in facts since the date of filing the original application. Applications for renewal must be made within 15 days after the expiration of the original permit. Those applications for renewal made after this period shall be considered applications for a new permit.

(Code 1978, §§ 16.1-2, 16.1-3; Ord. of 10-28-98, § 1; Ord. of 2-24-10(1), § 1; Ord. of 7-25-12, § (2))

Sec. 15-163. - Fees.

A fee of \$20.00 and the additional costs charged by the Virginia State Police to conduct the background investigation set forth in section 15-162(b)(8) shall be paid to the treasurer of the county when the application is filed.

(Code 1978, § 16.1-4; Ord. of 7-25-12, § (2); Ord. of 9-27-17(2))

Sec. 15-164. - Unlawful acts and penalty.

- (a) It shall be unlawful for any person to act as a solicitor in the county without obtaining a permit as provided for in this article.
- (b) It shall be unlawful for any permittee to:
  - (1) Enter into or upon residential premises in the county under false pretenses to solicit for any purpose, including soliciting orders for the sale of goods, wares, merchandise or services.
  - (2) Remain in or on any residential premises after the owner or occupant has requested any such person to leave.

- (3) Enter upon any residential premises for soliciting, when the owner or occupant has displayed a "No Soliciting" sign or similar sign on such premises.
- (4) Knowingly give false information or withhold information in obtaining a permit.
- (5) Sell, distribute, or circulate literary materials, or canvass or solicit orders for literary materials, goods or merchandise from pedestrian or vehicular traffic on or adjacent to any streets within the limits of the county, in a manner that interferes with normal and usual use of such streets.
- (6) Engage in solicitation at any time prior to 9:00 a.m. or after 9:00 p.m., local time, of any day.
- (7) Fail to provide a written order or invoice, in duplicate, which (i) shows the name and address of the firm represented by the solicitor, (ii) is signed by the solicitor, and (iii) is signed by the purchaser, stating the terms and conditions of the sale, describing the goods, wares, or merchandise, the quantity and price thereof, the date of sale, or the date of delivery, and the amount paid in advance, if any. The duplicate of such order or invoice shall be given to the purchaser.
- (c) Any person violating the provisions of this section shall, upon conviction, be guilty of a class 2 misdemeanor.

(Code 1978, § 16.1-5)

Sec. 15-165. - Revocation of permit.

- (a) Any permit issued under the provisions of this article may be revoked by the chief of police for: (i) any fraud, misrepresentation or false statement contained in the application; (ii) any failure to observe the conditions of the permit; (iii) a conviction of any felony or a misdemeanor involving moral turpitude after the permit was issued, or violation of this article.
- (b) If the chief of police revokes a permit, he shall notify the permittee in writing of the revocation, the reasons for the revocation, and the permittee's right to request a hearing. To receive a hearing, the permittee must make a written hearing request which must be received by the chief of police within ten days of the notice of revocation. If a hearing request is not received within ten days of the revocation notice, the chief of police's decision shall be final. If a hearing is properly requested, it shall be held within ten days from receipt of the hearing request. The hearing shall be presided over by the chief of police or his designee. The permittee shall have the right to present evidence and argument or to have counsel do so. Within a reasonable time after the hearing, the chief of police shall render his decision which shall be final. The permittee must discontinue operation of its business when the decision to revoke its permit is final.
- (c) When protection of public health, safety or welfare requires such action, the chief of police may direct immediate revocation of a solicitor's permit by giving written notice to the permittee. When action is taken pursuant to this paragraph, the permittee shall immediately discontinue those activities authorized by the permit and this article, but the permittee shall have the right to a hearing as described in subparagraph (b).

(Code 1978, § 16.1-6)

Sec. 15-166. - Exemptions from provisions of article.

The provisions of this article shall not apply to:

- (a) Persons who visit residential premises at the request or invitation of the owner or occupant thereof.
- (b) Members of any nonprofit religious, civic or charitable organization who have means of identification provided by such organization.
- (c) Newsboys soliciting subscriptions to any newspaper for home delivery within the county.
- (d) Route deliverymen who make deliveries to regular customers and whose solicitation is only incidental to their regular deliveries.
- (e) Persons selling fresh farm products.
- (f) Persons licensed under the provisions of Code of Virginia, tit. 38.2.
- (g) Persons engaged in canvassing for or on behalf of political candidates, or referenda.
- (h) Persons 12 years of age or under.
- (i) Persons collecting or attempting to collect a payment due from a purchaser if the collector and original seller are not the same.
- (j) Persons licensed to do business in the county under chapter 6, except for peddlers, transients and junk dealers.
- (k) Representatives of a museum which has registered with the commissioner of agriculture and consumer services as required by Code of Virginia, § 57-49, and which has been granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

(Code 1978, § 16.1-7; Ord. of 10-28-98, § 1)

Secs. 15-167—15-170. - Reserved.