

SOLICITOR'S PERMIT

Frequently Asked Questions

Who needs to obtain a Solicitor's Permit?

A person who goes door to door in residential areas for the purpose of selling any goods, wares, merchandise, subscriptions or services must obtain a Solicitor's Permit. For those involved in security systems work/sales, additional documentation must be obtained from the Department of Criminal Justice Services and submitted with the application.

How do I apply for a Solicitor's Permit?

Applications are available, and payment must be made in person, at Chesterfield County Police Headquarters, 10001 Iron Bridge Road, Chesterfield, Virginia 23832. Applications are also available online at www.chesterfield.gov. Applications are accepted by appointment only. To schedule an appointment please call 804-748-1547.

What documents are needed at the time of application?

Valid driver's license or other government issued ID such as passport or military ID. If soliciting for a security system company, a card is needed from Department of Criminal Justice Services.

What can I expect at the time of submitting my application?

Each applicant will be fingerprinted, photographed and have a background check done. Please be aware that it may take up to six weeks to complete the process.

What is the Chesterfield County Ordinance for Solicitor's Permits, and how can I get a copy?

Solicitor's Permits are covered under the Regulated Occupations section, Chapter 15, Article VIII, Section 15-131, of the County Code. A copy is available online at www.Municode.com.

What is the fee, and can I use a debit or credit card to make payment?

The fee is \$45 for both the original permit and renewals. Cash (exact change) or personal checks (payable to Treasurer, Chesterfield County) are the only acceptable forms of payment.

How long does the permit last?

The temporary permit lasts 30 days from date of issue. If you plan to conduct business in Chesterfield County for a longer period, you will need to return to request a renewal for 11 additional months.

Will I receive notification when the permit is due for renewal?

It is the permit holder's responsibility to renew the permit within 15 days following the expiration date. There is no notification sent by the county. Renewal applications made after 15 days are considered applications for a new permit.

If my permit is denied, will the fee I paid be refunded to me?

The fee is charged to offset the cost of conducting the background investigation and is not refundable.