



### HOW DO I GET MY PERMIT?

The following steps are required in order to obtain a permit to solicit within the Town of Pantego. Please follow the steps in the order provided. Failure to overlook a step will require that you complete the overlooked step in order to obtain your permit.

STEP #	Required action
1	Obtain an Application for Solicitation Permit from the Pantego Police Department located at 2600 Miller Lane, Pantego, TX 76013. 817-274-2511.
2	Complete all required information on the application.
3	Obtain a Criminal History Report from an independent background investigation company.
4	Return the completed Application and the Criminal History Report to the Pantego Police Department. <b><u>A photo copy of the applicants Driver's License or Government issued photo Identification Card must be provided at time of application submission.</u></b>
5	The Pantego Police Department will review the application and Criminal History Report and approve or deny the application within ten (10) business days.
6	If the application is approved the applicant will be contacted by phone and asked to return to the Pantego Police Department to obtain a copy of the approved application. If the application is denied the applicant will be provided with a written explanation of the reasons for denial and the process for appealing the decision.
7	Take the approved application to Pantego Town Hall located at 1614 S. Bowen Road, Pantego, TX 76013. 817-274-1381.
8	A fee of \$25.00 for the first permit and an additional \$5.00 for each additional identification card needed for additional sales representatives, must be paid at Pantego Town Hall.
9	Return the receipt for payment, verifying that the permit fees have been paid, to the Pantego Police Department to obtain the permit identification cards.
10	A solicitor permit is valid for one (1) year from issuance.
11	Contact the Pantego Police Department at 817-274-2511 if there are any questions.

**DETACH AND RETAIN THIS PAGE FOR FUTURE REFERENCE**



# Town of Pantego

## APPLICATION FOR SOLICITATION PERMIT ORDINANCE 14-741

Check Permit Type:  Solicitor (Knock on doors)  Distribution (Hang flyers)  
 Non-prepackaged Food Sales **(Must provide Health Department permit)**

I (we) claim exemption from the requirements of this permit for the following allowable reason: **(Any organization or individual claiming exemption must provide a written statement citing the applicable statute or authority and provide proof of exemption.)**

Charitable purpose  Religious organization  Anonymous political speech  
 Other statutory exemption

**Exemptions complete Section – 1 only  
Please print clearly and legibly**

### SECTION 1 - Business Contact Information

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Email Contact

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Business Fax

\_\_\_\_\_  
Principal Agent/Owner's Name

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Agent/Owner's Home Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Applicant's Name (if different from above)

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Business Fax

\_\_\_\_\_  
Applicant's Home Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
ZIP Code

**IF APPLICANT IS AN AGENT OF THE PRINCIPAL, A COPY OF THE CREDENTIALS, WHICH WERE ISSUED BY THE PRINCIPAL TO THE APPLICANT ESTABLISHING THE EXTENT OF THE APPLICANT'S AUTHORITY TO ACT FOR AND BINDS THE PRINCIPAL, MUST BE ATTACHED TO THIS APPLICATION.**

**A CLEAR PHOTOCOPY OF APPLICANT'S VALID GOVERNMENT DRIVER'S LICENSE OF IDENTIFICATION CARD MUST ALSO BE ATTACHED TO THIS APPLICATION.**





**SECTION 4 – Agents/Representatives**

Provide names, addresses and phone numbers of each employee, agent, or representative for whom the applicant will sell, offer, exhibit or solicit for the sale of goods, wares or merchandise for or on behalf of the applicant:

Name	Address	Phone

1. Have any of the above listed agents/representatives ever been convicted of or pleaded nolo contendere to a misdemeanor involving fraud, theft, embezzlement, burglary, fraudulent conversion, or misappropriation of property within the preceding ten (10) years, or convicted of or pleaded nolo contendere to any felony?

No       Yes

2. Have any of the above listed agents/representatives ever been found liable in a civil court or administrative action in which the complaint or petition alleged fraud, theft, embezzlement, fraudulent conversion, misappropriation of property, or the use of untrue or misleading representations in an attempt to sell or dispose of property or to obtain money or a thing of value from another?

No       Yes

3. Have any of the above listed agents/representatives ever been found liable under any law regarding the use of unfair, unlawful, or deceptive business practices?

No       Yes

4. Have any of the above listed agents ever been subject to an injunction or restrictive court order relating to business activity as the result of an action brought by a federal, state, or local public agency, including an action affecting a vocational license?

No       Yes

**SECTION 5 – Vehicle and Driver Information**

Provide the following information on any vehicle(s) to be used during the planned business activities:

N/A **Vehicle Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_



Pantego Police Department

2600 Miller Ln., Pantego, TX 76013

Vehicle License #: \_\_\_\_\_ Model Year: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Agent's Name and Phone #: \_\_\_\_\_

Type of Coverage: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ DL#, State and Exp: \_\_\_\_\_

Address (include city and state): \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

List all convictions of all felonies and misdemeanors stating the offense, city and state, the court of conviction and punishment imposed: \_\_\_\_\_

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

Has the driver been connected or pleaded nolo contendere to any felony?  Yes  No

If yes, indicate where, when, and under what circumstances: \_\_\_\_\_

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

Is the driver at least 18 years of age?  Yes  No

List all locations worked in the previous 365 days: \_\_\_\_\_

\_\_\_\_\_

N/A Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vehicle License #: \_\_\_\_\_ Model Year: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Agent's Name and Phone #: \_\_\_\_\_



Pantego Police Department

2600 Miller Ln., Pantego, TX 76013

Type of Coverage: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ DL#, State and Exp: \_\_\_\_\_

Address (include city and state): \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

List all convictions of all felonies and misdemeanors stating the offense, city and state, the court of conviction and punishment imposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the driver been connected or pleaded nolo contendere to any felony?  Yes  No

If yes, indicate where, when, and under what circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the driver at least 18 years of age?  Yes  No

List all locations worked in the previous 365 days: \_\_\_\_\_

\_\_\_\_\_

N/A Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vehicle License #: \_\_\_\_\_ Model Year: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Agent's Name and Phone #: \_\_\_\_\_

Type of Coverage: \_\_\_\_\_ Coverage Amount: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ DL#, State and Exp: \_\_\_\_\_

Address (include city and state): \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_



Pantego Police Department

2600 Miller Ln., Pantego, TX 76013

List all convictions of all felonies and misdemeanors stating the offense, city and state, the court of conviction and punishment imposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the driver been connected or pleaded nolo contendere to any felony?  Yes  No

If yes, indicate where, when, and under what circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the driver at least 18 years of age?  Yes  No

List all locations worked in the previous 365 days: \_\_\_\_\_

\_\_\_\_\_

**SECTION 6 – Solicitation Dates, Locations, and Frequency**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Frequency:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Method to be used:** \_\_\_\_\_

**Product(s) or Service(s) Offered:** \_\_\_\_\_

WILL MONEY BE TAKEN AT TIME OF ORDER IN ADVANCE OF FINAL PRODUCT DELIVERY:  Yes  No

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Frequency:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Method to be used:** \_\_\_\_\_

**Product(s) or Service(s) Offered:** \_\_\_\_\_

WILL MONEY BE TAKEN AT TIME OF ORDER IN ADVANCE OF FINAL PRODUCT DELIVERY:  Yes  No

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Frequency:** \_\_\_\_\_



Pantego Police Department

2600 Miller Ln., Pantego, TX 76013

Location: \_\_\_\_\_

Method to be used: \_\_\_\_\_

Product(s) or Service(s) Offered: \_\_\_\_\_

WILL MONEY BE TAKEN AT TIME OF ORDER IN ADVANCE OF FINAL PRODUCT DELIVERY: Yes No

**\*\*A CERTIFIED COPY OF THE SALES TAX PERMIT MUST BE ATTACHED TO THIS APPLICATION\*\***

\_\_\_\_\_  
**Applicants Signature**

\_\_\_\_\_  
**Date**

**All fees are to be remitted at Pantego Town Hall, 1614 S. Bowen Rd., Pantego, TX 76013, (817) 274-1381**

Initial Application Fee: \$10.00

Background Check Fee: \$15.00

Each Additional Agent: \$5.00 x \_\_\_\_\_ = \_\_\_\_\_

Total Fees: \_\_\_\_\_

Exempt from fees due to charitable or indigent status

How Paid:  Check# \_\_\_\_\_  Cash  Credit Card#: \_\_\_\_\_

**FOR POLICE DEPARTMENT USE ONLY**

Clear Open Records Check

Open Records Check Attached for Chief Review

Clear Criminal History Check

Criminal History Check Attached for Chief Review

Approved

Denied

Denial Letter Mailed: (date and Staff Initials)

**\*\*Applications will be reviewed and approved, or denied within ten (10) business days. Please contact the Pantego Police Department if you have questions regarding the application process.**



**SECTION 7 – Acknowledgments and Affidavit**

**ACKNOWLEDGE THE FOLLOWING REQUIREMENTS BY INTIALING IN THE SPACE PROVIDED**

- I agree that I WILL NOT solicit or distribute handbills or leave any form of advertising at a residence or on property with a “No Soliciting” or “No Handbills” sign or other language to that effect.
- I understand that the hours of solicitation are Monday through Saturday, between 9:00 AM to Dusk (Dusk is defined as 30 minutes after sunset) unless an arrangement for visitation has been scheduled with the occupant of the residence prior to arrival at the residence.
- I understand that I and my agents must carry both a current government issued photo ID and my employer’s Solicitor permit while soliciting. I agree to show both immediately upon the request of any person.
- I agree that I and my agents will walk only on sidewalks and designated walkways or streets (if sidewalks do not exist) in residential neighborhoods while soliciting. I agree that I and my agents will not walk across lawns or landscaped areas.
- I understand that if I omit or misrepresent information on this application, that would otherwise constitute a refusal of permit from soliciting, my authorization to solicit in Pantego will be denied or my permit will be revoked.
- I understand that if I violate any part of Pantego’s Solicitor Ordinance, my authorization to solicit in Pantego may be revoked as well as criminal and civil sanctions may be imposed, as outlined in Ordinance 17-741.

**The Town of Pantego does not warrant or recommend products for sale or services advertised.**

I, \_\_\_\_\_ (Print Name), being duly authorized to sign for the business named above, hereby make application for a Solicitor Permit to solicit for the sale of goods or services within the Town of Pantego, Texas. I certify that I have read and understand the Town of Pantego Ordinance 14-741 and will provide the information to persons participating listed above. I certify that the information provided by me is true and correct to the best of my knowledge. I also consent to a criminal background check and driving record check as part of the permitting process.

(NOTE: DO NOT SIGN this application except in the presence of a Notary Public)

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Printed Name

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public State of Texas

My Commission Expires: \_\_\_\_\_



## **SECTION 8 – Criminal History Report**

Town of Pantego Ordinance 14-741 Solicitors, requires that an applicant for a solicitor permit, who is also an individual, must provide a 'full and complete statement of the applicant's criminal record, if any' to the Chief of Police. The Pantego Police Department does not provide non law enforcement criminal history information for solicitor applicants. Applicants must obtain criminal history information from an outside party who is authorized to provide criminal history information to the public.

The Pantego Police Department does not recommend a source for obtaining a criminal history report; however, applicants can obtain a criminal history report from Identogo. Applicants must schedule an appointment to obtain a criminal history background statement. Scheduling can be accomplished online or by phone. A separate fee will be charged by Identogo for a criminal history statement.

### **Online Scheduling**

1. Logon to: <http://www.identogo.com>
2. Select: Texas
3. Select: Online Scheduling
4. Select: English or Spanish
5. Enter: First and Last Name
6. Select: All others
7. Select: Option A-Electronic Submission
8. Select: 'No I do not have a FAST Fingerprint Pass'
9. Select: Other purposes - Personal Review
10. Follow the prompts to enter requested information

### **Telephone Scheduling**

Applicants can call 1-888-467-2080 and an operator will walk you through the steps for enrollment.

Identogo  
1601 E. Lamar Blvd., Suite 118A  
Arlington, Texas 76011