

BILL KINSAUL

CLERK OF COURT, BAY COUNTY

P O Box 2269
Panama City, Florida 32402
(850)747-5141

To apply for a Bay County Peddlers, Solicitors Sales Permit you will need to read and become familiar with this information. Should you decide you need the permit, **you will need the following to complete the application.**

A non-refundable fee of \$15 for processing the application made payable by cash, cashier's check or money order.

A valid driver's license or another photo ID acceptable to the clerk.

Bond if applicable (an applicant who is not a resident of Bay County or whose primary place of business is located outside the state, shall file a cash bond in the amount of \$5,000.00)

A completed fingerprint card obtained at the Bay County Sheriff's Office located at 3421 N. Highway 77, Panama City, Florida. For information on the cost of the fingerprint card, please contact 850-747-4700.

Information needed to complete all blanks on the application:

- (1) Name and description of the applicant.
- (2) The permanent home address & full local address of the applicant
- (3) A brief description of the nature of the business & the goods to be sold
- (4) If employed, the name & address of the employer
- (5) The length of time for which the right to do business is desired
- (6) The place where the goods are to be sold and the method of delivery
- (7) A statement as to whether or not the applicant has been convicted of any crime.
- (8) Whether the applicant, upon any sale or order, will demand, accept or Receive payment or deposit of money in advance of final delivery.
- (9) The state, county and municipalities wherein the applicant has worked before coming to this county.
- (10) Such other relevant information which shall include information on all co-workers as may be required for the investigation of the applicant.

To view Bay County Ordinance 86-06 regarding Solicitor's or Peddler's licenses:
<http://www.apitudesolutions.com/Minutes/BayMinutes/Bay%20FL/Ordinance/1986-06-17%20Ordinance%2086-06%20Bay%20County%20Peddlers%20Ordinance.pdf>

HOME SOLICITATION PERMIT PROCEDURES

1. The cost of the application is **\$15 which is non-refundable, made payable by cash, cashier's check or money order.**
2. Present to the clerk a completed application with the exception of the signature which must be witness by the Clerk.
3. Present to the clerk your driver's license or other photo ID acceptable to the clerk **and** the fingerprint card provided to you by the Sheriff's Office.
4. After receipt of the fingerprint card and completed application, the clerk will transmit the original application along with the fingerprint card to the Sheriff's Office for a criminal history check. The Sheriff has 10 days (Bay County Ordinance 87-06 Sec.15) in which to transmit his investigation results and findings to the Clerk of Court.
5. If the permit application is denied, the Sheriff shall endorse the application and give the specific reason for denial and return it to the Clerk of Court.
6. If the permit application is approved, the Sheriff shall endorse the application with his approval and return it to the Clerk of Court.
7. The applicant should contact the Sheriff's Office at 850-747-4700 after 12 business days to inquire as to the approval or denial of the application.
8. Before the permit is issued, the applicant must provide the required bond, if applicable.
9. If a bond was posted, before the permit is issued, the applicant shall file with the Clerk an instrument in writing, signed by the applicant under oath, appointing the Clerk of Court as his true and lawful agent with full power of authority to acknowledge service of notice of process on behalf of the applicant.
10. **A laminated identification card will be issued. This card must be carried at all times while engaged in peddling. The permit is valid for a one year period.**
11. The denial or revocation of a permit under this division may be appealed to the Board of County Commissioners by serving a notice of appeal upon the Sheriff and the clerk of the circuit court of the 14th judicial circuit within thirty (30) days after such denial or revocation. Such appeal shall be heard and resolved by the Board of County Commissioners in such a manner as to afford due process within thirty (30) days after the filing of the notice.

18. The place where the goods or property proposed to be sold, or orders taken for the sale thereof, are manufactured or produced, where such goods or products are located at the time the application is filed and the proposed method of delivery.

19. Upon the sale or order, will you demand, accept or receive payment or deposit of money in advance of final delivery.

20. The state, county or municipalities in which the applicant has worked before coming to Bay County.

21. List of co-workers and other references.

22. The length of time for which the right to do business is desired. _____

I do hereby nominate and appoint, Bill Kinsaul, Clerk of the Circuit Court in and for Bay County, Florida, my true and lawful agent, with full power and authority to acknowledge service of Notice of Process for and on my behalf.

I understand that this permit can or will be revoked if I am convicted of, Plead Guilty or Nolo Contendere to any crime in any jurisdiction.

I do solemnly swear that all of the above is true and correct.

Applicant's Signature

State of Florida

County of Bay

Sworn and Subscribed before me

this _____ day of _____, 20_____

Bill Kinsaul

Clerk of the Circuit Court

By: _____

Deputy Clerk