

**ARLINGTON COUNTY POLICE DEPARTMENT
LICENSING UNIT
1425 NORTH COURT HOUSE ROAD
ARLINGTON, VIRGINIA 22201
(703)228-4258**

NO CELL PHONES ALLOWED IN THE BUILDING

HOURS FOR PROCESSING

NEW APPLICANTS WEDNESDAY AND THURSDAY ONLY

***Applicants please arrive promptly at 12:00 PM. IF YOU SHOW UP AT 1:00 PM YOU WILL NOT BE PROCESSED. NO Exceptions.**

RENEWALS ARE DONE ON WEDNESDAY AND THURSDAY BETWEEN 8AM TILL 1:00 PM.

ALL APPLICANTS MUST APPEAR IN PERSON DURING THE HOURS OF PROCESSING AND MUST BRING THE FOLLOWING: (will not be processed if you haven't done the paperwork, no exceptions)

- 1. Application must be filled out completely and notarized**
- 2. \$20.00 for the vendor's permit**
- 3. Proof of citizenship or Employment Authorization Card**
- 4. Two (2) front facing pictures (passport size)**
- 5. If you are selling food, a copy of your food Managers Certificate and food vendors' health license**
- 6. \$500.00 for the business license which will be purchased after application has been approved.**
- 7. \$10.00 cash only for fingerprints. The licensing unit will direct you to the Sheriff's Department after application has been processed.**

To obtain information on how or where to get food manager's license, and to have your vehicle inspected by the Health Department contact at (703)228-7400.

For additional information on business licenses contact the Business Office at (703)228-3060.

**APPLICATION FOR PERMIT TO
PEDDLE, SOLICIT, OR CANVASS**
Arlington County, Virginia
POLICE DEPARTMENT

Date of Permit From _____ To _____

OFFICE USE

(1) Full Name _____
Last First Middle

PLEASE TYPE OR PRINT LEGIBLY

(2) Social Security# _____

(3) Place of Birth _____

(4) Alias or Nicknames _____

(5) Day Phone # _____

NAME - LAST

(6) Residence _____

Street City State Zip

(7) Birth _____

(8) U.S. Citizen _____

Month Day Year

(9) Description _____

Race Sex Height Weight Hair Eyes Age

(10) Business License Number _____

(11) Food Handler's Permit Number _____

(12) Fire Marshall Permit Number _____

(13) Peddler, Solicitor, or Canvasser _____

(14) Nature of Product or Service to be sold _____

(15) Firm Name if Employed or note Self-Employed _____

(16) Type of Business _____

(17) Address of Firm (Street) _____

(18) City _____

(19) State _____

(20) Method of Delivery of Goods or Products _____

(21) Vehicle Used - Make _____

(22) Year _____

(23) Model _____

(24) Color _____

(25) License Number _____

(26) State _____

(27) References - Name _____

(28) Street _____

(29) City _____

(30) State _____

(31) Phone _____

(32) _____

(33) _____

(34) _____

(35) _____

(36) Phone _____

FIRST

Have you ever been convicted of an offense which would be considered either a felony or misdemeanor? Yes No

(37) Date _____

(38) Location _____

(39) Offense _____

(40) Disposition _____

MIDDLE

USE ADDITIONAL SHEET IF NECESSARY — ALL INFORMATION ON APPLICATION MUST BE KEPT CURRENT.

(41) I SWEAR THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND I UNDERSTAND THAT ANY INCORRECT OR INCOMPLETE INFORMATION IS GROUND FOR DENIAL OR CANCELLATION OF THIS PERMIT.

PERMIT NUMBER

SWORN TO BEFORE ME THIS _____ DAY OF _____ 20____

SIGNATURE OF APPLICANT

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

Guidelines for Vendors In Arlington County

<p>Step 1: Vendor's Permit</p>	<p>To apply for a vendor's permit one must first appear in person at the Licensing Unit of the Police Department on Wednesday or Thursday promptly at 1:00 pm. The address is 1425 Courthouse Road, 1st Floor, Police Department Information Counter.</p> <p>One must bring and provide the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete application that is signed and notarized. <input type="checkbox"/> Proof of citizenship or Employment Authorization Card <input type="checkbox"/> Two passport size photographs (front facing) <input type="checkbox"/> If you are selling food, a copy of your food managers certificate and food vendors health license <p>A vendor's permit is necessary for each employee of the vendor who conducts sales. This permit is issued through the Licensing Unit of the Police Department and costs \$20 per permit. Contact the Licensing Unit at (703) 228-4258 for further information.</p> <p>Reminder: No cell phones or electronic devices are allowed into the Courthouse Building and the Police Department. Please allow time to pass through security to be assured you will arrive on time.</p> <p>**Food vendors: Please refer to the section "Special Requirements for Food Vendors" on the next page for additional requirements.</p>
<p>Step 2: Vendor's Tag</p>	<p>Applicants must then go to the Commissioner of Revenue (COR), 2100 Clarendon Blvd, Suite 200, Arlington, VA. Before vendors may sell goods or services in Arlington County, registration is required with the COR. The vendor's tag, which is issued by the Commissioner of Revenue costs \$500 and is issued in the name of the business owner. You may contact the Office of The Commissioner of Revenue at (703) 228-3060 for further information.</p> <p>Note: Proof of Virginia retail sales tax registration and the retail sales tax number issued, if applicable, shall be shown to the Commissioner of Revenue.</p>
<p>Step 3: Payment of Fees</p>	<p>After the COR, applicants must go to the Treasurer's Office to pay the above fees required by the Police Department and the Commissioner of Revenue. The Treasurer's Office is located on the same building and floor as the COR, in Suite 201 (2100 Clarendon Blvd).</p>
<p>Step 4: Fingerprints</p>	<p>The next step in the vendor process is fingerprinting conducted by the Arlington County Sheriff's Office. The applicant will return to 1425 N. Courthouse Road and proceed to the 9th floor Suite 900. The hours of operation for fingerprinting are Monday - Thursday from 1:30 pm - 3:00pm. Every potential vendor must be fingerprinted by the Sheriff's Office. There is a \$10 fee for this service which must be paid in cash.</p> <p>Reminder: No cell phones or electronic devices are allowed into the Courthouse Building and the Sheriff's Office. Please allow time to pass through security to be assured you will arrive on time.</p>
<p>Step 5: Vendor's License</p>	<p>After completing the above steps, applicants will return to the Licensing Unit of the Police Department located on the 1st floor of 1425 N. Courthouse Rd. After the applicant shows proof of completing the above steps, they will be issued a Vendor's License.</p>