



TOWN OF  
PROVIDENCE  
VILLAGE

1745 F.M. 2931 / P.O. Box 838  
Providence Village, Texas 76227  
(940) 365-9333 / (940) 365-9373 (fax)

*As part of the application process to obtain a solicitors permit with the Town of Providence Village, you are subject to a criminal background screening. The process will be conducted independently by Integrated Screening Partners (ISP) at a cost of \$25.00, which is payable at the time you submit the background check application, and any state fees which will be assessed before your order completes.*

*Please use the following link and follow the instructions provided. In order to successfully submit the background check, you will be required to provide your:*

- *Full legal name*
- *Social Security Number*
- *Current Address*
- *Date of Birth*
- *Credit Card Information*

*Link: [https://www.orders.integratedscreening.com/cgi-bin/pub/schoolcheck\\_getform?school=130](https://www.orders.integratedscreening.com/cgi-bin/pub/schoolcheck_getform?school=130)*

*Prior to submitting the background check application, you will also be required to read and sign a consent form. Once your background check has been completed, you will be provided a copy of the final report which you should print and attach to your application.*

If you have any questions or problems please contact me for assistance.

Mike Carroll  
Code Compliance Officer  
Town of Providence Village



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## Vendor/Solicitor Application

### Vendors Must Furnish:

Completed Application

Criminal Background Screening Report

Applicable Health Certifications

Driver's License/Valid Identification

Copy of Certificate of Authority to do business in the State of Texas- to include Texas Sales Tax Permit- listing PV as the recipient for the sales tax

Require Fees

Copy of Insurance Policy or \$1,000 Surety Bond

### Note:

Food vendors **MUST** furnish proof of Health Code Permits prior to issuance of Vendors Permit by Town of Providence Village.

Vendors using electrical, gas propane or other energy sources **MUST** receive approval from the Fire Marshal's office prior to issuance of Vendor's permit by Town of Providence Village.

Vendor's using a temporary structure **MUST** receive approval from Fire Marshal's office prior to issuance of Vendor's Permit by Town of Providence Village.



**Fee Schedule: Make Checks Payable to: Town of Providence Village**

<b>Type of License</b>	<b>License Fee</b>
<b>Hawker / Peddler</b> <ul style="list-style-type: none"><li>• Resident of Town of Providence Village</li><li>• Non-resident of Town of Providence Village</li></ul>	<ul style="list-style-type: none"><li>• \$25.00 Resident</li><li>• \$50.00 Non-resident</li></ul>
<b>Canvasser / Solicitor</b> <ul style="list-style-type: none"><li>• Resident of Town of Providence Village</li><li>• Non-resident of Town of Providence Village</li><li>• Cash Bond</li></ul>	<ul style="list-style-type: none"><li>• \$100.00</li><li>• \$150.00</li><li>• \$250.00</li></ul>
<b>Itinerant Vendor (residents - 1 month duration) (Non-resident - 15 days)</b> <ul style="list-style-type: none"><li>• Resident of Town of Providence Village</li><li>• Non-resident of Town of Providence Village</li><li>• Cash Bond</li></ul>	<ul style="list-style-type: none"><li>• \$100.00</li><li>• \$200.00</li><li>• \$250.00</li></ul>
<b>Hawker &amp; Peddler Large Trucks</b> <ul style="list-style-type: none"><li>• Non-Resident of Town of Providence Village</li></ul>	<ul style="list-style-type: none"><li>• \$200.00</li></ul>



## Itinerant Vendor/ Peddler's Application

EACH PERSON PEDDLING OR ASSISTING MUST BE INDIVIDUALLY LICENSED

Type or Print in Ink

<b>Company Information: Firm Peddler is Representing</b>				
1	Full Name of Company			
2	Home Office Address			
3	Local Texas Address			
4	Texas Registered Agent's Name and Address			
	Name		Address	
	Name		Address	
5	Immediate Employers Name and Address			
	Name		Address	
6	Type of Structure Containing Operations (Tent, Trailer, ETC)			
7	Address where you will be conducting business			
	Door-to door	Temporary Address		
	*If a temporary address, please attach a copy of the lease/letter from owner			
<b>Product or Services Information</b>				
8	Give full description of product or services to be sold or demonstrated			
9	Approximate Sales Price			
	Products			Price
A			A	\$
B			B	\$
C			C	\$
D			D	\$
E			E	\$
	Services			Price
A			A	\$
B			B	\$
C			C	\$
D			D	\$
E			E	\$
10	Name and Address of Applicants Bank			
11	Name and Addresses of Two Local Credit References			
	A			
	B			



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12	Name and Addresses of Next of Kin						
A							
B							
13	List of five (5) cities/towns wherein applicant has worked before coming to Providence Village						
A				B			
C				D			
E				F			
14	Will you demand, accept or receive payment or deposit in advance of final delivery?						
	Yes			No			
15	Have you ever been convicted of a felony of any nature or any other crime or moral turpitude in Texas of any other state? Have you ever been convicted of any crime, misdemeanor, or violation of any state or federal law or municipal ordinance or code?						
	Yes			No			
	If yes, give information regarding the nature of the offense; the punishment or penalty assessed therefore, if previously convicted; and the place and date.						
16	Have you ever had a vendor/solicitor permit revoked by the Town of Providence Village?						
	Yes			No			
<p>I certify that my answers to the questions on this application are true and correct to the best of my knowledge. I further understand that by falsifying or failing to provide information, my application will automatically be denied approval.</p>							
Signature				Date			
<b>Personal Information for Each Company Representative</b>							
1	Name						
	First		Middle		Last		
2	Age		3	Gender	4	Weight	
5	Height		6	Color Hair	7	Race	
8	Color Eyes		9	Birth Date	10	Birth Place	
11	Beginning Date and Ending Date		____/____/20__ through ____/____/20__				
12	Phone Number						
13	Mobile Number						
14	E-mail Address						
15	Permanent Address						
16.	Local Address						
17	Social Security No.			TX Driver's License No			
18	Vehicle Description						
	Make		Model/Color		/		
	License Plate		State of Registration				



<b>Fire Marshal's Office Approval</b>			
Application Received By		Date	
Application Approved by		Date	
Refused		Reason	
<b>Town Secretary's Office</b>			
Application Received By		Date	
Application Approved by		Date	
Refusal Reasons	Date		

**Attachments:**

- \_\_\_\_\_ Criminal Background Screening Report
- \_\_\_\_\_ Health Certificate/Food Vendors
- \_\_\_\_\_ Fire Marshal's Approval for event
- \_\_\_\_\_ Driver's License
- \_\_\_\_\_ Copy of Certificate to conduct business - State or Federal
- \_\_\_\_\_ Filing Fees
- \_\_\_\_\_ Copy of Insurance or Surety Bond
- \_\_\_\_\_ Copy of State Comptroller Sales Tax Permit (Providence Village listed as Sales Tax recipient)

Please Return to:	Town of Providence Village 1745 FM 2931 Providence Village, Texas 76227
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