



## **Marion County Clerk of the Court and Comptroller**

### **HOME SOLICITATION PERMIT APPLICATION INSTRUCTIONS**

- 1.** The application fee is \$100. We accept cash, checks, money orders, or credit cards. The fee is non-refundable and if paid by check, please make the check payable to "Marion County Clerk of Court and Comptroller." If you prefer to pay by credit card, please note that there will be a 3.5% convenience fee assessed. This Home Solicitation Permit is only valid in Marion County, Florida.
- 2.** You will need to obtain two (2) head and shoulders (passport) photographs, at least 1.5 inch by 1.5 inch in size.
- 3.** You will need to apply for a State of Florida background check, as well as a local background check. You may do so as follows:
  - (a). For the State of Florida background check, please visit a Florida Department of Law Enforcement Live Scan approved service provider to submit your fingerprints electronically to the Florida Department of Law Enforcement ("FDLE"). You can find the list of providers here: <http://www.fdle.state.fl.us/Criminal-History-Records/Documents/InternetDocServiceProviders.aspx>. The service provider that you choose will charge a \$24 fee for FDLE, as well as a possible fee charged by the service provider for its services. Please be prepared to provide the service provider with our office's ORI number: FL742300Z (this number is also located on the top, right corner of the application). The service provider will provide you with a Fingerprint Tracking Number - please write this number on the top, left corner of the application.
  - (b). For the local background check, please visit the Marion County Sheriff's Office at 692 NW 30th Avenue, Ocala, Florida 34475 (they are open Monday through Friday, 8:00am - 4:30pm). When you arrive, please let them know that you are there to request a local background check for the purposes of obtaining a home solicitation permit. You will be directed to the Records Department under the supervision of Ms. Brittany Colbert. You will not need to submit fingerprints, but you will need to provide Ms. Colbert with your personal information so that she can perform the local background check. The cost is \$5.00 (please ensure that you have cash with you). Pursuant to Florida law, Ms. Colbert will submit a copy of your local background check directly to our office. If you wish to obtain a copy for yourself, the cost is \$0.15 per page.
- 4.** Once you have completed the attached application (ensuring that it has been signed and notarized), obtained two (2) passport photos, provided your fingerprints to the Live Scan service provider and written your Fingerprint Tracking Number on the application, and obtained a local background check, please bring the application, photos, and \$100 fee (or a proper payment method) to our Records Center for submission.

Florida law requires FDLE and the Marion County Sheriff's Office to report any criminal information to our office within 60 days after they receive your fingerprints/personal information. Once we receive this information from FDLE and the Marion County Sheriff's Office, it will be reviewed to determine whether the application will be approved or denied (pursuant to the requirements contained in s. 501.022, Florida Statute).

If the application is approved, we will notify you by mail or phone, and you can come by the Records Center to pick up the permit. If denied, we will notify you by certified mail, return receipt requested.

The permit will be a laminated identification card bearing your photograph and additional identifying information. Pursuant to Florida law, it will be valid for 1 year from the date of issuance.

Application # \_\_\_\_\_

Fingerprint Tracking  
Number \_\_\_\_\_

ORI # FL742300Z



Gregory C. Harrell  
Clerk of the Circuit Court and Comptroller  
Marion County, FL

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## Home Solicitation Sales Permit – Application

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Other names known by (Aliases/Maiden/Nicknames): \_\_\_\_\_

Local Residential Address: \_\_\_\_\_

Permanent Residential Address: \_\_\_\_\_

How long have you resided in Marion County? \_\_\_\_\_ In Florida? \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Have you ever pled guilty, nolo contendere, or been convicted of a crime? YES ☐ NO ☐

If yes, provide nature of all charges, arresting police agency, date of arrest, and final disposition  
(attach separate sheets, if necessary):

### EMPLOYER INFORMATION

Company Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by means of physical presence by \_\_\_\_\_, ☐ who has produced  
a Florida driver's license or \_\_\_\_\_ as identification or ☐ who is personally known to  
me, and who did take an oath that the information provided in the application is true and complete,  
and that he/she has complied with all criteria and procedures required by ss. 501.021-501.055,  
Florida Statutes.

\_\_\_\_\_  
Signature and Title of Notary Public or Deputy Clerk