



Arlington County Police Department  
 1425 North Courthouse Road  
 Arlington Virginia 22201

**Application for Permit to Peddle, Solicit, or Canvass**

APPLICANT INFORMATION SECTION									
LAST NAME				FIRST NAME				MIDDLE INITIAL	
HOME ADDRESS					CITY			STATE	ZIP CODE
APARTMENT NUMBER			PHONE NUMBER				EMAIL ADDRESS		
DATE OF BIRTH					SOCIAL SECURITY NUMBER				
RACE	SEX	WEIGHT		HEIGHT	EYE COLOR		HAIR COLOR		
					1) Have you ever been convicted of a Felony or Misdemeanor crime?		YES	NO	
If yes to question 2, explain here:									
BUSINESS & VEHICLE INFORMATION SECTION									
Firm Name or Self Employed					Type of Business				
Address of Firm					Business License Number				
Fire Marshall Permit Number					Food Handler's Permit Number				
Peddler, Solicitor, or Canvasser					Nature of product or service to be sold				
Method of delivery of goods					Vehicle Make				
Vehicle Model					Vehicle Year				
Vehicle Color					Vehicle License Plate Number				
License plate state					Insurance Company & Policy Number				

**REFERENCES SECTION**  
Please list two references

1) Full Name:	Relationship:
Address	Phone Number:
City	State & Zip Code
2) Full Name:	Relationship:
Address	Phone Number:
City	State & Zip Code

**DISCLAIMER AND SIGNATURE**

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to the issuance of a permit, I understand that false or misleading information in my application may result in my denial or cancellation of this permit.*

Signature:	Date:
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# Guidelines for Vendors In Arlington County

## Step 1:

### Vendor's Permit

To apply for a **vendor's permit**, one must first appear in person at the **Courts, Licensing & Compliance Office** of the Police Department, please check the police department website for current hours, [Police.arlingtonva.us/vendor-permits/](http://Police.arlingtonva.us/vendor-permits/). The address is **1425 Courthouse Road, 2nd Floor**, Police Department Records Office.

#### One must bring and provide the following documents:

Complete application

A valid government identification card

If you are selling food, a valid copy of your food managers certificate

A vendor's permit is necessary for each employee of the vendor who conducts sales. This permit is issued through the **Courts, Licensing & Compliance Office** of the Police Department and **costs \$20 per permit**. **Contact the Courts, Licensing & Compliance Office at (703) 228-4292 for further information.**

**\*\*Food vendors:** Please refer to the section "Special Requirements for Food Vendors" on the next page for additional requirements.

## Step 2:

### Vendor's Tag

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.

**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.

## Step 3:

### Payment of Fees

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).

## **Step 4:** Fingerprints

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 9100. Please check the Sheriff's office website for current hours, [Sheriff.arlingtonva.us/fingerprinting/](http://Sheriff.arlingtonva.us/fingerprinting/)

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.

## **Step 5:** Vendor's License

After completing the above steps, applicants will **return to the Courts, Licensing & Compliance Office** located on the 2nd floor of 1425 N. Courthouse Rd.

After the applicant shows proof of completing the above steps, they will be issued a Vendor's License.

**\*\*All vendor permits expire on February 28th each year\*\***

**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.