

Solicitor Permit Applicants

Applications, Fingerprinting and Photographing are accepted and/or performed between 8:30 – 11:30 AM and 1:00 – 3:30 PM, Monday – Friday ONLY (not including holidays).

Application for initial 30 day temporary permit:

1. Complete the application in its entirety and return with this coversheet attached. Applicant must present a valid **photo I.D. and Social Security card with the application**. If the applicant does not have their Social Security card, a **birth certificate or valid passport will be accepted**.
2. The fee to apply for a Solicitor's Permit is **\$20.00 (Non-Refundable)**. Payments are to be made at the **Hanover County Treasurer's Office** located in the **Wickham Building** of the county complex (7497 County Complex Road, Hanover, VA 23069).
3. The Treasurer's Office will accept **cash, money orders, debit cards and credit cards**. **There is a nominal convenience fee applied for using a credit card.**
4. The Treasurer's Office will provide the applicant with a receipt which must be brought to the Hanover County Sheriff's Office along with the completed application. A copy of the receipt will be attached to the application.
5. Upon receipt of the application, a background check will be completed in accordance with Hanover County Code.
6. Applicant's fingerprints and a photo will be taken prior to issuance of a permit.
7. Once all information is obtained, the application will be processed as soon as possible.
8. If the application is approved and a permit issued, the permit must be carried with the solicitor at all times with a valid photo I.D.

Renewal Process for a 30 day temporary permit to be extended for 11 months:

1. A solicitor's permit which has expired may be renewed for an additional period of **11 months**. Upon the execution of a renewal application the following must be completed: A certification that the statements made in the original application are still true and accurate statements at the time the renewal application is filed. (This will be accomplished by **filling out a new solicitor application** obtained from the Hanover County Sheriff's Office Records Unit and denoting any changes)
2. Applications for renewal must be made within **15 days after the expiration of the original permit**. Applications for renewal made after the **15 days** shall be considered applications for a **new permit**.
3. The solicitor is allowed to solicit within the **15 day** grace period **PROVIDED** they have submitted a new application. The old permit will need to be surrendered upon receiving the new permit which has been approved for renewal.
4. Applicants and permittees shall immediately report any changes to any of the information reported in the application to the Hanover County Sheriff's Office as soon as possible.

Solicitor Permit Applicants

Renewal Process for 2nd year and all subsequent renewals:

1. A solicitor may renew their permit each year by submitting a new application within **15** days of the expiration date of their permit. They will need to provide a **valid photo I.D. and Social Security card with application**. If the applicant does not have their Social Security card, **a birth certificate or valid passport will be accepted**.
2. The fee to apply for a Solicitor's Permit is **\$20.00 (Non-Refundable)**. Payments are to be made at the **Hanover County Treasurer's Office** located in the **Wickham Building** of the county complex (7497 County Complex Road, Hanover, VA 23069).
3. The Treasurer's Office will accept **cash, money orders, debit cards and credit cards**. **There is a nominal convenience fee applied for using a credit card**.
4. The Treasurer's Office will provide the applicant with a receipt which must be brought to the Hanover County Sheriff's Office along with the completed application. A copy of the receipt will be attached to the application.
5. Applicant's fingerprints and a photo will be taken prior to issuance of a permit.
6. Upon receipt of your application, a background check will be completed in accordance with Hanover County Code.
7. Once all information is obtained, the application will be processed as soon as possible.
8. The solicitor is allowed to solicit within the **15** day grace period **PROVIDED** they have submitted a new application. The old permit will need to be surrendered upon receiving the new permit which has been approved for renewal.
9. If the application is approved and a permit issued, the permit must be carried with the solicitor at all times with a valid photo I.D.

Please provide a reliable contact number for notification once the application process has been completed. Should you hear no feedback as to the status of your application within five working days, please call the Sheriff's Office at (804) 365-6110 for an update.



HANOVER COUNTY SOLICITOR'S PERMIT APPLICATION



Applicant's Full Legal Name: _____ Date of Birth: _____

Permanent Home Address: _____ Height: _____ Weight: _____

City: _____ State: _____ Zip code: _____ Color Eyes: _____ Color Hair: _____

Present Temporary Address: _____ Room or Lot No.: _____

City: _____ State: _____ Zip code: _____ Telephone: _____

Last Temporary Address: _____

City: _____ State: _____ Zip code: _____ Length of Stay: _____

Name of Current Employer or Company: _____ Present Job Title: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip code: _____ Length of Employment: _____

Previous Employment: _____

Address: _____ Job Title: _____

City: _____ State: _____ Zip code: _____ Length of Employment: _____

List the kind of goods offered for sale or the type of service(s) to be performed:

List the specific area(s) of Hanover that you will be working: _____

FOR HCSO OFFICE USE ONLY: The following must be attached by the HCSO Records Department:

Copy of Paid Receipt from Treasurer's Office
 Initial 30 Day
 11 Month Renewal
 Yearly Renewal

Copy of ID & Social Security Card
 Date Stamp Applied

Records Department Initials & Date: _____

Name of Supervisor: _____ Telephone: _____

Current Address
of Supervisor: _____ Room or Lot No.: _____

City: _____ State: _____ Zip code: _____

Make of Vehicles
Used: _____ Model: _____ Year: _____ Color: _____

License No.: _____ State: _____ Is this vehicle registered in your name? _____

Name of Registered Owner: _____

Address Where Vehicle
Currently Kept: _____

Company's I.D. Card No.: _____ Expiration Date: _____

Have you ever been convicted of a Felony? Yes _____ No _____ Date: _____

Jurisdiction: _____ State: _____

Nature of Felony: _____

Have you ever been convicted of an offense reduced from a Felony? Yes _____ No _____

Explain: List date and jurisdiction: _____

Have you ever been convicted of any offense? Yes _____ No _____ Explain: _____

Anticipated length of stay in Hanover as a solicitor: _____

I certify that this information is true and accurate: _____

Applicant's Signature _____

Date _____

FOR OFFICIAL USE ONLY

Recommended for approval to County Administrator
Major R. Allen Davidson for Colonel Dave R. Hines, Sheriff

Not Recommended

Recommended

Signature _____

Date _____



HANOVER COUNTY SHERIFF'S OFFICE



Authorization to Obtain Information

I authorize the Hanover County Sheriff's Office to perform a background investigation in connection with my application for this permit or license. This investigation may include information as to any criminal convictions, Division of Motor Vehicle records, and any other appropriate sources.

I authorize the release of any information that the Hanover County Sheriff's Office may request from the above sources.

Applicant's Signature

Date



CRIMINAL RECORD REQUEST FORM



PRINT ALL INFORMATION
APPLICANT MUST FILL OUT COMPLETELY

LAST NAME FIRST NAME MIDDLE NAME

ALIAS AND / OR NICKNAME

BORN _____
MONTH DAY YEAR

PLACE OF BIRTH (CITY-TOWN-COUNTY) STATE SOCIAL SECURITY NO.

DRIVER'S LICENSE NUMBER STATE ISSUED

VEHICLE LICENSE NUMBER STATE

RACE SEX AGE HEIGHT FT. IN. WEIGHT

HAIR EYES COMPLEXION

HOME ADDRESS STREET CITY-TOWN-COUNTY-STATE ZIP CODE

PREVIOUS HOME ADDRESS STREET CITY-TOWN-COUNTY-STATE ZIP CODE

HOME PHONE NUMBER BUSINESS PHONE NUMBER