

VILLAGE OF ORCHARD PARK APPLICATION FOR PERMIT TO SOLICIT
Checklist of Items Required

- Application for Permit to Solicit

- Fee Paid - \$1,000 Resident of Erie County, \$1,200 Non-Resident of Erie County (valid for 6 months)

- Signed Declaration Page

- Background Check (View Instructions Attached)

- Fingerprinting Check (View Instructions Attached)

- Copy of Driver's License

- Liability Insurance naming the Village of Orchard Park as a certificate holder

- Additional Insured on General Liability and excess liability on a primary & non-contributory basis certificate must also include a waiver of subrogation in favor of the Village of Orchard Park

- Department of Health Certificate if selling food

- Worker's Comp Insurance
 - If a sole proprietorship, CE200 Form is needed

VILLAGE OF ORCHARD PARK APPLICATION FOR PERMIT TO SOLICIT

Valid for SIX (6) Months from Date of Issuance

Date of Application: _____

Solicitor Name: _____ Phone Number: _____

Address: _____

Name of Company Represented: _____

Company Address, Phone Number & Contact Person: _____

New York State Sales Tax #: _____

Nature of Business: _____

List all product(s) to be sold (if applicable): _____

Method of Distribution: _____

Year/Make/Model/Color of Vehicle (if applicable): _____ Plate Number: _____

If Stationary Setup - Owner, Owner's Number & Address: _____

Background Check - Date and Location: _____

Fingerprints - Date and Location: _____

Have you ever been arrested, summoned, charged or indicted anywhere for any offense including DWI (Except traffic infractions)? YES/NO

If Yes, Please Explain: _____

List any other towns that you have obtained a permit, include the year.

If you are a Non-Resident of Erie County, please list the address that you will be staying at

Address _____

Town _____ State _____ Zip _____ Phone # _____

Declaration Page

I have read the Village of Orchard Park Municipal Code explaining the peddler's permit and what is allowed. I fully understand and will comply with all aspects of this chapter.

The code can be viewed at the Village Office or online at www.orchardparkvillage.org.

Signature

Date

VILLAGE OF ORCHARD PARK

Instructions for attaining your Background Check & Fingerprinting

FBI Fingerprinting & Background Check

An FBI background check is how an individual checks their own criminal history, results can ONLY be sent directly to the individual at their own personal email and/or residential address.

FBI background checks for individuals that are US citizens or Legal Permanent Residents (green card holders). Emailed results are generally sent to the applicant within 24 - 48 hours, mailed copies are shipped within 24 hours of the email.

The applicant **MUST** access the link from a computer where they can print and/or save the PDF results. Once the link is clicked, results will be purged within 24 hours. If the link is not clicked within 30 days, the results will be purged, per FBI guidelines.

The applicant should NOT click the link from a cell phone or tablet.

Results will come from email fbirequests@inquiriescreening.com

Below are fees for the FBI background check, along with shipping fees:

FBI Background Check (DO)

- \$95 FBI Results via Email Only
- \$25 Each Tamper Proof Copy
 - +\$55 FBI Results via Email & Tamper proof copy sent via USPS Priority Mail w/ Tracking
 - +\$80 FBI Results via Email & Tamper proof copy sent via FedEx Overnight w/ Tracking

To schedule an appointment for an FBI Background Check:

- Visit www.printscan.com
- Click "Schedule Appointment"
- Select "I don't have a code"
- Select FBI Fingerprinting
- Accept Applicant's Rights and Disclaimers
- Acknowledge Biometric Data Collection
- Enter Contact Information & Address
- Select your Citizenship Status
- Select Email or preferred method of shipping
- Choose "Continue Making an Appointment for Live Scan"
- Use the zip code finger for closest locations
- Select location, date and time
- Enter Personal Identity Information
- Confirm details
- Review Identification documents
- Complete Payment
 - Payment isn't processed until the fingerprint appointment is completed. A receipt will be sent in a separate email.
- Finish
- Email confirmation with QR code will be received - bring this to the appointment