



Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

APPLICANT INSTRUCTIONS FOR A HOME SOLICITOR PERMIT

1. All applicants must appear in person.
2. The cost of the "Home Solicitor Permit" application is \$100 payable in U.S. currency by cash, check, cashier's check, money order, or debit/credit card. This fee is non-refundable. Please note that all debit/credit transactions will incur a 3.5% transaction fee charge.

Note: In cases of payment disputes or returned payments due to insufficient funds, the permit will be rendered void, and the applicant will be notified.

3. Submit the completed application and \$100 payment. Please bring your photo ID.
4. Upon receipt of the application you will be sworn to the accuracy of the information you have provided. You will need to be electronically fingerprinted by an authorized Livescan fingerprinting vendor:

A current list of vendors is available on the Florida Department of Law Enforcement's website:

https://www.fdle.state.fl.us/Criminal-History-Records/Documents/InternetDoc_ServiceProviders.aspx

Note: There may be a cost associated with this service.

Please call the vendor of your choice before you go for hours of operation and fees.

You MUST provide a picture ID (driver's license preferred).

5. Upon receipt of the fingerprint results, a copy of the Home Solicitor Permit application will be sent to the Pasco County Sheriff's Office for a local Criminal Record Background Check. This can take up to 60 days.
6. Once the criminal background check process has been completed, you will be notified of the findings. If approved, you are required to return to the Clerk's Office to complete the process and a Home Solicitor's Identification card will be issued.