



CITY OF THOUSAND OAKS

DOOR TO DOOR SOLICITOR PERMIT CHECKLIST - NEW

2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362-2996
Phone (805) 449-2201 · Fax (805) 449-2289 · Email businesslicenses@toaks.org

1. Request for Live Scan Service

- Complete the Request for Live Scan Service form. Take the completed form to an approved live scan facility (Local Live Scan Facility listing attached). Fingerprinting fee plus the applicable rolling fee will be charged by the Live Scan Facility.

2. After fingerprinting is completed, please call Finance Public Services at (805) 449-2201 for an appointment to submit the following requirements in person to the address listed above.

- Completed Background Check Application and Applicant Attachment forms
- Request for Live Scan form signed by the Live Scan Operator
- One recent facial front photo (2" x 2") taken within the last four (4) months
- Copy of a valid government-issued Driver's License or Identification card
- Regulatory Permit Processing Fee (non-refundable) - \$120.00

3. The background check application will be forwarded to the Thousand Oaks Police Department for approval. No solicitation may take place in the City during the waiting period (2-6 weeks). An incomplete application will be placed on hold until missing items or information are received. No Business Tax Certificate or Permit will be issued until the background check is approved by the Thousand Oaks Police Department.

4. Upon receipt of the approval from the Thousand Oaks Police Department, the applicant will be notified by telephone or email to submit the following remaining requirements to Finance Public Services.

Business Owner or Independent Contractor

- Completed Business Tax Certificate application
- Completed Certificate of Occupancy or Home Occupation Permit if business is based in the city limits of Thousand Oaks.
- Business Taxes and Fees
- Regulatory Permit Fees

Employee

- Copy of the Employer's Business License with Classification - Principal Solicitor per TOMC Section 3-1.01.(u)
- Regulatory Permit Fees

5. Business Tax Certificate and Door-to-Door Solicitor Permit are issued by the City.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA 0560700

ORI (Code assigned by DOJ)

LICENSE CERTIFICATION OR PERMIT

Authorized Applicant Type

SOLICITOR - RES 2015-030

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

THOUSAND OAKS POLICE DEPARTMENT

Agency Authorized to Receive Criminal Record Information

19806

Mail Code (five-digit code assigned by DOJ)

2101 E OLSEN RD

Street Address or P.O. Box

MATTHEW OGONOWSKI

Contact Name (mandatory for all school submissions)

THOUSAND OAKS

City

CA

State

91360

ZIP Code

(805) 494-8271

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Sex Male Female

Date of Birth

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc. Number

(Other Identification Number)

Home Address

Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: THOUSAND OAKS POLICE DEPARTMENT

OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

Telephone Number (optional)

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

Local Live Scan Facilities

All the information listed below is subject to change without notice.

LOCATION	HOURS	ROLLING FEES	FORMS OF PAYMENT
Ventura County Sheriff East Valley Station 2101 E Olsen Road Thousand Oaks, CA 91360 (805) 494-8208	Weekdays Appointment Only	\$10.00	Cash / Checks Money Order Cashier's Check Company Checks Debit Cards/Credit Cards Billing Accounts Corporate Accounts
Camarillo Police Department 3701 E Las Posas Rd Camarillo, CA 93010 (805) 388-5100	Mon-Thu: 8:00am - 5:00pm Fri: 8:00am-4:00pm Appointment Only	\$21.00	Cash Credit Cards Checks
Certifix Live Scan dbw The UPS Store #1055 2060 Ave De Los Arboles, Suite D Thousand Oaks, CA 91362 (805) 492-2279 info@certifixlivescan.com	Weekdays: 9:00am- 5:00pm Walk-ins *Mobile Services available	\$90.00	Cash Debit Cards/Credit Cards
ID Live Scan 2277 Townsgate Rd, Suite 208 Thousand Oaks, CA 91361 (805) 777-8171 idlivescan@gmail.com	Mon, Tue, Thu, Fri 9:00am - 3:00pm Walk-ins *Mobile Services available	\$22.00	Cash/Money Order Cashier's Check Checks Company Checks Corporate Accounts Debit Cards/Credit Cards Billing Accounts
Office Locale Inc 275 E Hillcrest Dr, Suite 160 Thousand Oaks, CA 91360 (805) 777-8866 customerservice@officelocale.com	Mon-Sun: 9:00am - 5:00pm Appointment Only *Mobile Services available	\$39.00	Cash/Money Order Billing Accounts Checks Company Checks Corporate Accounts Debit Cards/Credit Cards PayPal
WellnessMart 141 Duesenberg Dr, Suite 3 Thousand Oaks, CA 91362 805-496-7148 to@wellnessmart.com	Mon-Fri: 9:00am- 5:00pm Sat: 10:00am - 4:00pm Walk-ins & Appt Closed for lunch 12:30-1:00	\$23.00	Cash Corporate Accounts Debit Cards/Credit Cards Billing Accounts
PostalAnnex 501 S Reino Road Suite I Newbury Park, CA 91320 (805) 214-9600	Mon-Fri: 8:30am - 6:00pm Sat: 9:00am - 4:00pm Walk-ins	\$27.00	Cash Checks Debit Cards/Credit Cards
PostalAnnex 860 E Thousand Oaks Blvd Thousand Oaks, CA 91360 (805) 371-0462	Mon-Fri: 9:00am-5:00pm Sat: 9:00am-4:00pm Walk-ins	\$30.00	Cash Credit/Debit Cards ApplePay

Additional fees are required for the State (DOJ), Federal (FBI) and/or license or certification



CITY OF THOUSAND OAKS

BACKGROUND CHECK APPLICATION

ATTACH
PHOTO
HERE
PASSPORT PHOTO
2" X 2"

<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> UPDATE	PERMIT TYPE	<input type="checkbox"/> SOLICITOR - DOOR TO DOOR <input type="checkbox"/> MESSAGE ESTABLISHMENT <input type="checkbox"/> STREET VENDOR <input type="checkbox"/> SIDEWALK VENDOR <input type="checkbox"/> TAXI <input type="radio"/> OWNER <input type="radio"/> DRIVER	<input type="checkbox"/> PAWNBROKER <input type="checkbox"/> SECONDHAND DEALER <input type="checkbox"/> COMM'L CANNABIS OWNER <input type="checkbox"/> COMM'L CANNABIS EMPLOYEE <input type="checkbox"/> OTHER _____
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PLEASE FILL OUT FORM COMPLETELY AND PRINT CLEARLY

NAME OF APPLICANT LAST		FIRST		MIDDLE	
HOME ADDRESS: STREET NUMBER	STREET NAME		CITY	STATE	ZIP
CONTACT PHONE NUMBER	BUSINESS PHONE NUMBER		EMAIL ADDRESS		
OTHER NAMES USED (ALSO KNOWN AS)		DRIVER'S LICENSE OR ID #	DATE OF BIRTH: MO/DAY/YEAR	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Specified	
VEHICLE(S) OWNED – MAKE		MODEL	YEAR	LICENSE PLATE #	
BUSINESS NAME			BUSINESS PHONE NUMBER		
BUSINESS ADDRESS STREET NUMBER	STREET NAME		CITY	STATE	ZIP
DESCRIBE SERVICE PROVIDED AND/OR MERCHANDISE BEING SOLD					

CONFIDENTIAL INFORMATION
ANY OF THE QUESTIONS BELOW FALSELY ANSWERED MAY RESULT IN THE DENIAL OF THIS APPLICATION

Have you ever been detained or investigated by any law enforcement agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been arrested for a misdemeanor or felony? (Including citations in lieu of booking)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of a crime?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever had a license of any kind suspended or revoked?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Explain any **YES** answers to the above questions. List all. Additional information may be listed on a separate page.

DATE	PLACE	CHARGE	DISPOSITION

I hereby certify that I have read and understand the foregoing and, under penalty of perjury, certify that the information provided on this application is true and correct. I understand that any information I have submitted that is found to be inaccurate or untruthful is grounds for denial of the application. I further certify that I have been provided a copy of the Thousand Oaks Municipal Code section applicable to my application, and that understand that any application fees paid to the City of Thousand Oaks are NOT REFUNDABLE.

Signature _____ Date _____

FOR OFFICE USE ONLY

Date Rec'd	Initial	ACCOUNT #	LICENSE #	Amt Paid	Receipt - HDL#
Notes			Decal #:	Lic Tax Paid? <input type="checkbox"/> Yes	Date Permit Issued

APPLICANT ATTACHMENT

NAME OF APPLICANT LAST	FIRST	MIDDLE
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LIST EACH RESIDENCE FOR THE FIVE (5) YEARS IMMEDIATELY PRECEDING APPLICATION DATE BEGIN WITH MOST RECENT ADDRESS

1) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

2) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

3) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

4) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

LIST EMPLOYMENT HISTORY FOR THE FIVE (5) YEARS IMMEDIATELY PRECEDING APPLICATION DATE BEGIN CURRENT EMPLOYER INFORMATION

1) EMPLOYER INFORMATION

BUSINESS NAME			BUSINESS PHONE NUMBER	
STREET NO	STREET NAME	CITY	STATE	ZIP
OCCUPATION		START DATE	END DATE	REASON FOR LEAVING

2) EMPLOYER INFORMATION

BUSINESS NAME			BUSINESS PHONE NUMBER	
STREET NO	STREET NAME	CITY	STATE	ZIP
OCCUPATION		START DATE	END DATE	REASON FOR LEAVING

3) EMPLOYER INFORMATION

BUSINESS NAME			BUSINESS PHONE NUMBER	
STREET NO	STREET NAME	CITY	STATE	ZIP
OCCUPATION		START DATE	END DATE	REASON FOR LEAVING

ADDITIONAL INFORMATION MAY BE PROVIDED ON A SEPARATE PAGE

VENTURA COUNTY SHERIFF OFFICE

Date Fingerprint Received	
Date Permit Approved	
Date Permit Denied	

Reason(s) For Denial



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TAXES/FEES SCHEDULE

BUSINESS OWNERS	EMPLOYEES
Pay Permit Fees and Business Taxes/Fees	Pay permit fees only provided that the employer pays for the Principal Solicitor License Tax

PERMIT FEES

- **Background Check Fees – (Non-Refundable)**
 - New application - \$120.00
 - Renewal application - \$60.00
- **Live Scan/Fingerprinting Fees**
 - See attached Live Scan Facility Listing – fee varies and subject to change
- **Regulatory Permit Fees**
 - Permit Issuance Fee - \$15.00
 - Photo Permit ID Badge Fee - \$6.00
 - Decal - \$5.00 per vehicle

BUSINESS TAXES/FEES

If the business is conducting business other than solicitation, an additional license is required. Gross Receipts or Flat Tax Business License for typical business operations.

- **Business Address Inside City**
 - Principal Solicitor Business License Tax - \$250.00
 - Individual Solicitor Business License Tax - \$15.00
 - Certificate of Occupancy Fee (if applicable) - \$143.00
 - Home Occupation Permit Fee (if applicable) - \$54.00
 - Processing Fee – (New Application - \$70.00 / Renewal - \$24.00)
- **Business Address Outside City**
 - Principal Solicitor Business License Tax - \$350.00
 - Individual Solicitor Business License Tax - \$10/day, \$25/week, \$50/month, \$100/quarter or \$150/year
 - Processing Fee – (New Application - \$70.00 / Renewal - \$24.00)

Payment Options

- Cash
- Credit card (Visa® or Mastercard® only)
- Check (payable to the City of Thousand Oaks)