



SAN DIEGO POLICE DEPARTMENT
PERMITS AND LICENSING UNIT
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250



SOLICITORS, PEDDLERS AND INTERVIEWERS

REGULATIONS

A solicitor is a person who goes from house to house, business to business, without an appointment, or to one house, street, sidewalk, alley, plaza, park, public place, by foot or vehicle, who sells or solicits for value of goods. They may work for themselves or for a business (San Diego Municipal Code 33.1401).

1. All persons working as interviewers, solicitors, peddlers or vendors of merchandise, services, magazines, etc. are required to obtain a Police Registration Card. When operating, the card **MUST** be displayed on the front of their person, and they **MUST** exhibit the card to any peace officer upon demand (San Diego Municipal Code 33.1402).
2. **All** solicitors **MUST** have a **City of San Diego Business Tax Certificate** or be employed by a licensed business. You may obtain a Business Tax Certificate at the City Treasurer's Office.
3. All self employed solicitors selling taxable property **MUST** obtain a Sellers Permit from the State of California, Board of Equalization, and file a fictitious name with the County Clerk (1600 Pacific Highway) if the business name is other than their own.
4. It is unlawful for **ANY** person to ring the doorbell of a residence, rap or knock on any door, or create any sound in a manner calculated to attract attention for the purpose of engaging in activity as a solicitor or interviewer if the occupants have posted on the premises "no solicitors", "no soliciting", "no solicitors or peddlers" or any similar language clearly denying invitation and entry to solicitors (San Diego Municipal Code 33.1409).
5. **NO PERSON** shall operate as a solicitor between the hours of 8:00 p.m. to 9:00 a.m., except by appointment (San Diego Municipal Code 33.1410).
6. **JUVENILES:** No person under 14 years of age will be issued a Registration Card (San Diego Municipal Code 33.1405). Persons under 18 years of age are required to have a work permit from the school district in which they attend.
7. California Civil Code, Section 1689 et. seq., requires solicitors to provide a contract to buyers allowing a "3-day cooling-off period" for sales of \$25.00 or more.
8. Business & Professions Code, Section 17500 et. seq., makes it illegal to misrepresent or falsely advertise **ANY** product or service.
9. California Penal Code, Section 532(d), makes it a misdemeanor to make false representation in solicitation of charitable contributions.
10. **Information for Non-Profit Organizations:** It is suggested that a solicitor, peddler or interviewer for a non-profit organization possess an identification card, and a letter on the organization letterhead authorizing the solicitor, peddler or interviewer as a representative of the organization. The letter should include a name and a telephone number of an employee of the organization. It is also suggested that the solicitor, peddler or interviewer carry a copy of the non-profit status letter from the State Franchise Tax Board and the IRS. For more information, please contact the State of California Attorney General Registry of Charitable Trust.

SOLICITOR APPLICATION PROCESS

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING YOUR APPLICATION

- A completed Police permit application and business addendum (when applicable). A 30-day investigation period begins at the time each application is submitted. A criminal records check will be made on each applicant. All documents, approvals and fees must be included, along with completed applications, when submitted to the Permits/Licensing Office. Applications must be submitted in person. **Incomplete applications will not be accepted.**
- A copy of the Business Tax Certificate from the San Diego City Treasurer's office, 1200 Third Avenue (1st Floor), San Diego, CA 92101 - Phone (619) 615-1500. All solicitors **MUST** show a City of San Diego Business Tax Certificate, or **MUST** show proof of employer's City of San Diego Business Tax Certificate Number.
- **INVESTIGATION FEE** - Cash, check, cashier's check or money order (no out of state checks) for a non-refundable \$104.00 application fee. Payable to City Treasurer.
- **REGULATORY FEE** - Cash, check, cashier's check or money order (no out of state checks) for the regulatory fee of **\$54.00**. Payable to City Treasurer.
- **Photographs** - will be taken at the time the application is turned in to the Police Permits and Licensing office.

\$104.00 Investigation Fee

\$ 54.00 Regulatory Fee

\$ 15.00 Photograph ID Card

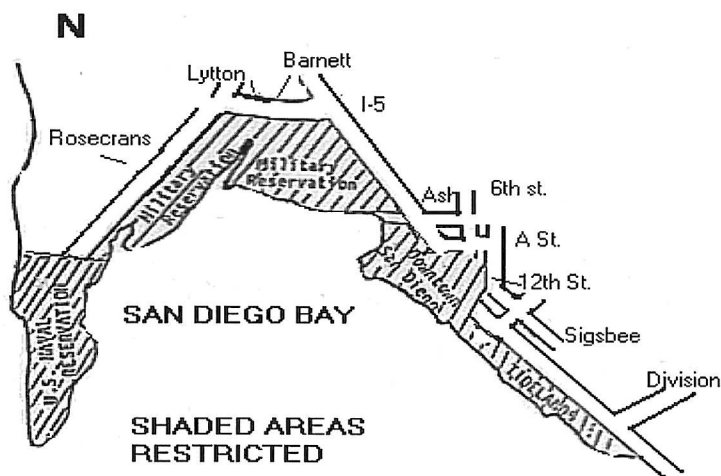
\$173.00 Total

- **Live Scan FingerPrints** are required for all new applicants. Fill out the attached "Request for Live Scan Service" form and bring it with you to the Live Scan agency. See attached list for locations. **Note:** Completed Live Scan fingerprints must be submitted with the application within **thirty (30) days** from the date the fingerprints were taken.
- **ID** - Valid government issued picture identification card (driver's license or military ID, etc.). Applicant must provide a valid State or Federal issued identification with their photo affixed, and showing their date of birth. Realtors and insurance salespersons must show State of California License/ID.
- **Ice Cream Vendors:** - Must provide a current Health permit and a current Sound permit. **Sound Permits** may be obtained by the City of San Diego, Information, Technology & Communications Department, located at 1220 Caminito Centro, San Diego on the corner of 20th & B Street. Please contact the **Citizen Line** - Phone (619) 525-8662.
- **Fruit and Vegetable Vendors** - Must possess a Health permit.

RESTRICTED AREAS FOR SOLICITING

It is a misdemeanor for any person to solicit, peddle, hawk or sell any goods, wares or merchandise, services, magazines, periodicals or other publications or subscriptions for the same, except regularly published newspapers, upon any city of San Diego street, sidewalk, alley, plaza or in any park or public places within the following areas:

1. Public Parks, Beaches or Beach Areas (San Diego Municipal Code Section 63.02.13).
2. Tidelands of San Diego Bay except by permit issued by the Unified Port District (Unified Port District Code Section 8.05).
3. The areas listed in the San Diego Municipal Code, Section 33.1406. These areas are described below:
 - a. That territory lying between the San Diego Bay and streets designated as the Central Business District (See map below).
 - b. That territory lying westerly of the easterly line of Prospect Street, between the northerly line of Cave Street and the southerly line of Cuvier Street in the La Jolla Business District.
 - c. That territory lying westerly of the San Diego and Arizona Eastern Railroad right-of-way, northerly from the International Border and easterly from Virginia Avenue to a point where the prolongation of Virginia Avenue intersects with the San Diego and Arizona Eastern Railroad right of way in the San Ysidro Business District.



INFORMATION SHEET

PEDDLERS, STREET VENDERS, ICE CREAM TRUCKS, SOLICITORS, YARD SALES

San Diego Municipal Code, section 33.0101(c), states you must have a valid police permit to operate a business designated as "Police Regulated". You are responsible for being familiar with and complying with the rules and regulations related to Solicitors. Copies of the Solicitor Regulations and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, telephone # (619) 533-4000 or via the City's website: www.sannet.gov/ (Department, City Clerk, Documents, Municipal Code) SDMC Chapter 3, Article 3, Division 14 and Divisions 1-5.

NO SELLER IS PERMITTED TO DISPLAY OR SELL MERCHANDISE ON ANY PUBLIC SIDEWALK (San Diego Municipal Code 54.0105).

PUSHCARTS/MOBILE FOOD UNITS

No person shall sell, offer for sale, or distribute perishable food from door to door or from place to place by hand-carrying such food on his person or in a container, transporting such food by means of a handcart, pushcart or bicycle cart, or by carrying or transporting such food in any other type of vehicle propelled by muscular power either human or animal (San Diego Municipal Code 42.0101.2).

The small pushcarts utilized by some ice cream peddlers/vendors fall in this category and are prohibited.

Mobile food units (pushcarts) must sell from a fixed location and cannot operate from a public right of way (San Diego Municipal Code 42.0166c) except pushcarts approved by the Development Services Business Center which are only allowed on **public** property in the **Downtown Central Business District and Old Town**. In all other locations, they must be in an area, which allows commercial uses, on **private** property, subject to zoning review and approval. Pushcarts must also possess a current health permit and business tax certificate.

All mobile food units/pushcarts shall operate from a fixed location within 25 feet of a building in which are located toilets and washrooms. Written permission for the operators of the mobile food units to use the toilet facilities within the building shall be placed on file with the Department of Health Services, and the mobile food unit shall not be operated at any time that the mobile food unit operator does not have free access to the toilet facilities.

FLOWERS, FRUITS AND VEGETABLES SELLERS

Sellers of flowers, fruits and vegetables must possess a "Cash Buyer's License" issued by the State of California Department of Food and Agriculture unless they grow and sell their own produce. Sellers who sell from a fixed location must be on private property and possess a business tax certificate for the fixed location. You must have the express consent of the owner or lessee of the property. All sales must be conducted on private property. Zoning review and approval is required for all private property locations to ensure that commercial use is permitted in the zone. If you are not operating from a fixed location, you must possess a business tax certificate noting "Mobile" and a solicitor's permit. You may obtain a solicitor's permit at the San Diego Police Department, Permits/Licensing office.

Fruit and Vegetable sellers must possess a health permit. You are not required to have a business tax certificate or solicitor's permit if you are selling from the property where the product is grown.

ICE CREAM/CANDY VENDORS

In order to operate an ice cream truck in San Diego, you must first obtain a business tax certificate, health permit, sound permit, and lastly a solicitor's permit. **Employees must also have a solicitor's permit.** The health permit must be affixed to the windshield of the truck. You and your employees must wear the solicitor's permit while selling ice cream. The business license and sound permit must be in the truck.

You are not permitted to set up on a city street and must keep moving until stopped by a customer. No food, beverage, merchandise or services shall be sold or distributed or offered for sale or distributed from a vehicle on a street or highway unless the vehicle is first lawfully parked or stopped and then remains for no longer a period of time than is necessary to complete the "immediate sale." An operator is considered to be engaged in an "immediate sale" when there are patrons waiting in line for service. Operators of such vehicles shall maintain a minimum clear space of ten (10) feet both in front of and behind the vehicle to allow for pedestrian safety and safe sight distance for approaching motorists. No sales or distribution shall be made when the designated minimum clear space of ten (10) feet does not exist. You are not permitted to stop within 500 feet of a school between the hours of 7:00 a.m. and 4:00 p.m. on school days.

The only sounds permitted from your truck are music and human speech, which shall not be profane, lewd, indecent, or slanderous. Sound shall not be issued within 100 yards of hospitals, schools, churches, or courthouses. No truck with its amplifying device in operation shall be driven on the same street past the same point more than twice in a period of one hour. The volume of sound shall be controlled so the volume is not unreasonably loud, raucous, jarring, disturbing, or a nuisance to persons within the area of audibility. You can only operate between the hours of 9:00 a.m. and 8:00 p.m.

There are certain areas in the city of San Diego where soliciting is prohibited. See printout titled "Restricted Areas for Soliciting" in the Solicitors, Peddlers and Interviewers information packet.

VENDING VEHICLES AND LUNCH WAGONS

Vending vehicles and lunch wagons must have a current health certificate affixed to the windshield of the vehicle. Vending vehicles must also have a business tax certificate. If you operate as an independent contractor, you must have our own business tax certificate. A copy of the business tax certificate must be carried in the vehicle.

Food may be sold from food vending vehicles on developed private property pursuant to an established business thereon. Sales will be to the property owner or lessee's agents, customers or employees. Written permission shall be obtained from the property agent or lessee allowing use of property washrooms with flush toilets. Toilets shall be within 200 feet of vehicle. Food vending vehicles shall not be parked on vacant undeveloped, private property for the purposes of conducting sales or offering for sale, or giving away foods. Food vending vehicles will not be stopped on a public highway, thoroughfare, or street except for such time as to consummate an immediate sale. Immediate sale is when there are patrons waiting in line for service. The vehicle must not be used for any other purpose except food sales.

No food shall be stored, displayed, or sold except on or from the vehicle. The food storage and display compartment shall remain closed during period between sales and during times when the vehicle is in transit.

GARAGE, ALLEY AND YARD SALES

Garage or yard sales in residentially zones areas shall be limited to three (3) per year not to exceed two (2) days each per premises. A Zoning Use Certificate is not required. Failure to comply could subject you to a Notice of Violation or arrested by Misdemeanor Citation. (San Diego Municipal Code 101.0406.C.13)



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
 1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
 Telephone No.: (619) 531-2250



APPLICATION

TYPE OF PERMIT: _____

Owner Employee Partner Corporate Officer LLC

Date of Birth: _____ Driver's License/ID #: _____ State: _____

Applicant's Full Name: _____

Other Names Used: (Maiden, Alias, Etc.) _____ Stage Name: _____

Residence Address: _____ City, State, Zip: _____

Mailing Address: _____ City, State, Zip: _____

Res. Ph. () _____ Bus. Ph. () _____ Cell Ph. () _____ Fax () _____

Internet Web Site Address/Auction Site User Name: _____

Soc. Sec. #: _____ Place of Birth: _____

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____

Business Where Applicant Expects to be Employed:

Business Name: _____ D.B.A.: _____

Business Address: _____ City, State, Zip: _____

1. List previous residence addresses for the last five (5) years:

	Complete Addresses last five years	Year Date From	Year Date To
1			
2			
3			
4			
5			

FOR OFFICE USE ONLY

App. Date: _____ Permit Number: _____ Received by: _____ Live Scan Rec: _____

Records Check: _____ RI01 ok or _____
 Initials/ID #

Approving PCCO: _____ Date: _____

2. List previous occupations, places of employment and/or schooling for the last five (5) years.

1	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
2	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
3	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
4	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
5	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO

3. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years. **IF NONE, INITIAL HERE:** _____

	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD	CITY AND STATE
1.				
2.				
3.				

4. Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? Yes () No ()

If yes, please complete below:

	CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.			
2.			
3.			

5. List all criminal convictions, except traffic convictions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).

IF NONE, INITIAL HERE: _____

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			
6			

APPLICANTS: The right of reasonable inspection shall be a condition for issuance of a police permit. If a permit is issued, representatives of the police department shall have access to the business premises during normal business hours, which may include entry into the non-public portion of the business.

It is the responsibility of the permit holder to renew the permit no later than ten (10) calendar days after the expiration date on the permit. Failure to renew on time will result in penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within thirty (30) days after the permit expiration date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. A permittee must then begin the application process as a new applicant (Section 33.0308 of the San Diego Municipal Code).

I declare under penalty of perjury that the statements made on this application, including accompanying documents, are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or information are grounds for denial of this application or loss of licensure and that I may be subject to prosecution per section 11.0401(b) of the San Diego Municipal Code.

I AM AWARE THAT THE INVESTIGATION FEE IS NON-REFUNDABLE. I AM AWARE THAT I AM RESPONSIBLE FOR BEING FAMILIAR WITH AND COMPLYING WITH THE RULES AND REGULATIONS RELATED TO THE POLICE REGULATED BUSINESS OR OCCUPATION FOR WHICH I AM APPLYING. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM OBTAINING PERMITS OR APPROVALS REQUIRED BY THE CITY OF SAN DIEGO OR STATE OR FEDERAL LAW. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM COMPLYING WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, INCLUDING THOSE RELATED TO BUILDING, ZONING, AND FIRE, AND OTHER PUBLIC SAFETY REGULATIONS. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT VEST ANY DEVELOPMENT RIGHTS IN THE PROPERTY OR BUSINESS.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT.



Police Permit Application BUSINESS ADDENDUM

SAN DIEGO POLICE DEPARTMENT

1400 'E' STREET · M.S. 735 · SAN DIEGO, CA 92101

PLEASE COMPLETE ALL SECTIONS IF APPLICABLE
(TYPE OR PRINT LEGIBLY)



TYPE OF PERMIT: _____ LOCATION: _____

Sole Owner Partnership Corporation LLC

Business Name: _____ D.B.A. _____

Business Address: _____ City & Zip: _____

Mailing Address: _____ City & Zip: _____

Business Tax Certificate # _____

LIST ALL FICTITIOUS NAMES THE BUSINESS WILL OPERATE OR ADVERTISE UNDER:

	FICTITIOUS NAME	PHONE #
1		
2		
3		
4		

IF APPLICANT IS A CORPORATION:

NAME OF CORPORATION AS SHOWN IN ARTICLES OF INCORPORATION OR CHARTER	DATE OF INCORPORATION	STATE OF INCORPORATION

NAMES AND RESIDENCE ADDRESSES OF EACH CURRENT CORPORATE OFFICER AND DIRECTOR:

NAME	RESIDENCE ADDRESS	TITLE
		PRESIDENT
		VICE PRESIDENT
		SECRETARY
		TREASURER

FOR OFFICE USE ONLY

DATE FILED:		
RECEIVED BY:		
DEVELOPMENT SERVICES – ZONING		FIRE & LIFE SAFETY DEPARTMENT
APPROVED BY:		APPROVED BY:
DATE: PHONE:		DATE: PHONE:

APPROVING OFFICER: _____ DATE: _____

IF PARTNERSHIP, LIST NAME AND RESIDENCE ADDRESS OF EACH PARTNER, INCLUDING LIMITED PARTNERS:

NAME	RESIDENCE ADDRESS	TITLE

LIST FULL TRUE NAME AND ANY OTHER NAMES USED BY THE OWNERS AND ANY PERSONS WHO EXERCISE CONTROL OVER THE OPERATION, MANAGEMENT, DIRECTION OR POLICY OF THE BUSINESS, OR WHO ARE RESPONSIBLE FOR THE DAILY OPERATION OF THE BUSINESS:

	FULL NAME	TITLE
1		
2		
3		
4		
5		

APPLICANT'S PREMISES ARE OWNED LEASED/RENTED

IF RENTED OR LEASED, PLEASE PROVIDE THE NAME AND ADDRESS OF THE PROPERTY OWNER(S):

PROPERTY OWNER'S NAME	PROPERTY OWNER'S ADDRESS	PHONE #

APPLICANTS: The right of reasonable inspection shall be a condition for issuance of a police permit. If a permit is issued, representatives of the police department shall have access to the business premises, during normal business hours, which may include entry into the non-public portion of the business.

It is the responsibility of the permit holder to renew the permit no later than ten (10) calendar days after the expiration date on the permit. Failure to renew on time will result in penalty fees. If a renewal is not complete with all fees and penalties paid within thirty (30) days after the permit expiration date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. A permittee must then begin the application process as a new applicant. (Section 33.0308 of the San Diego Municipal Code)

I declare under penalty of perjury that the statements made on this application, including accompanying documents, are true, complete and correct to the best of my knowledge and belief. I understand that any false statements are grounds for denial of this application or loss of licensure and that I may be subject to prosecution per section 11.0401(b) of the San Diego Municipal Code.

I AM AWARE THAT THE APPLICATION FEE IS NON-REFUNDABLE. I AM AWARE THAT I AM RESPONSIBLE FOR BEING FAMILIAR WITH AND COMPLYING WITH THE RULES AND REGULATIONS RELATED TO THE POLICE REGULATED BUSINESS OR OCCUPATION I AM APPLYING FOR. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM OBTAINING PERMITS OR APPROVALS REQUIRED BY THE CITY OF SAN DIEGO, OR STATE OR FEDERAL LAW. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM COMPLYING WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, INCLUDING THOSE RELATED TO BUILDING, ZONING, AND FIRE, AND OTHER PUBLIC SAFETY REGULATIONS. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT VEST ANY DEVELOPMENT RIGHTS IN THE PROPERTY OR BUSINESS.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

RESPONSIBLE PERSON COMPLETING APPLICATION IF NOT APPLICANT - PRINT & SIGN

TITLE/POSITION

IMITATION FIREARMS

It is illegal for anyone to sale or furnish a minor with a **BB device** without the express or implied permission of the parent or legal guardian of the minor, i.e. Air Soft, Daisy etc.; doing so will result in the issuance of a misdemeanor citation. It is the responsibility of each vender who chooses to offer any imitation firearm or BB device as an inventory item to ensure each **BB device** manufactured after July 1, 2005 is accompanied by a conspicuous advisory in writing as part of the packaging.

Regulations for Imitation Firearms (California Penal Code Section 12550-56)

12550(c) "Imitation Firearm" means any **BB device**, toy gun, replica of a firearm, or other device that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm.

12551. Every person who sells to a minor any **BB device** is guilty of a misdemeanor.

12552. (a) Every person who furnishes any **BB device** to any minor, without the express or implied permission of the parent or legal guardian of the minor, is guilty of a misdemeanor.

(b) As used in this section, "furnishes", means any of the following:

- (1) A loan.
- (2) A transfer that does not involve a sale.

12554. (a) Any imitation firearm manufactured after July 1, 2005, shall, at the time of offer for sale in this state, be accompanied by a conspicuous advisory in writing as part of the packaging, but not necessarily affixed to the imitation firearm, to the effect that the product may be mistaken for a firearm by law enforcement officers or others, that altering the coloration or markings required by state or federal law or regulations so as to make the product look more like a firearm is dangerous, and may be a crime, and that brandishing or displaying the product in public may cause confusion and may be a crime.

12555. (a) Any person who, for commercial purposes, purchases, sells, manufactures, ships, transports, distributes, or receives, by mail order or in any other manner, an imitation firearm except as authorized by this section shall be liable for a civil fine in an action brought by the city attorney or the district attorney of not more than ten thousand dollars (\$10,000) for each violation.

§42.0161 Mobile Food Units – Operating Requirements

- (a) Mobile food unit operations are limited to one or more of the following:
- (1) The serving of non-potentially hazardous or commissary wrapped food.
 - (2) The preparation and serving of hot dogs.
 - (3) The serving of beverages dispensed from a closed carbonation system.
 - (4) The serving of food or beverages in hermetically sealed cans or bottles.
 - (5) The serving of packaged ice cream.

Utensils related to the consumption of the above items may be provided by the mobile food units operation. The sale or distribution of any other items is prohibited.

(b) In addition to enforcing applicable federal, state and local laws the City intends to strictly enforce any violations of the California Penal Code regarding the sale, distribution and display of BB devices and Imitation Firearms. Violation of the mobile food unit sections may be pursued as both a regulatory and criminal violation.

Live Scan Fingerprint Information

Municipal Code §33.0304 - Applicant and Employees to Furnish Fingerprints and Photographs

For the purpose of investigation and for regulation of the occupation or business during the time it is licensed, applicants, *responsible persons*, managers, or *employees* may be required to furnish their fingerprints and photographs. ***Fingerprints must be taken by a governmental agency.*** The *Chief of Police* shall forward the fingerprints to the Identification Division of the State of California, Department of Justice, or the Federal Bureau of Investigation, for identity confirmation and criminal histories.

The following are acceptable US Governmental Agencies located in San Diego County:

CHULA VISTA

Chula Vista Police Department
315 Fourth Street
Chula Vista, CA 92010
(619) 409-5954
M - F (8am-12pm) **Appointments Only**
M - F (1pm-4pm) **Appointments Only**
www.chulavistapd.org

LA JOLLA

UCSD Police Department
9500 Gilman Dr #0017
La Jolla, CA 92093
(858) 534-4361 **Appointments Only**
M - F 9am-3pm

SAN DIEGO

San Diego City Schools Police Services/EOC Bldg
4100 Normal St
San Diego, CA 92103-2682
(619) 725-7015 **Appointments**
(619) 725-7014 (Information)
T - F (8:30am-1pm) **Walk In**
T - F (2pm-4pm) **Appointments Only**
Not open to general public on Monday's
Closed School Holidays

SAN DIEGO - LSID X54/ML1

San Diego Community College Police
1536 Frazee Road, 1st Floor
San Diego, CA 92108
Contact: (619) 388-6416
M-Th (7:30am-5pm) **Wlk**
F (7:30am-12 noon) **Wlk**
E-mail address: dpicou@sdcc.edu

ESCONDIDO

Escondido Police Department
700 W Grand Ave
Escondido, CA 92025
Contact: (760) 839-4431
M - F (9:00am-3:30pm) **Appointments Only**

LA MESA

La Mesa Police Department (Storefront)
6119 Lake Murray Blvd
La Mesa, CA 91942
(619) 667-1342
M, T, W (10am-4pm) **Appointments/Walk In**
Th, F (9am-3pm) **Appointments/Walk In**

SAN DIEGO

San Diego State University
5500 Campanile Dr
SSE-1410
San Diego, CA 92182
(619) 594-3193
M - F (8am-4pm) **Appointments Only**

REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

ORI: CA 0371100 Type of Application: Permits and Licensing
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

San Diego Police Department 08228
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)

P.O. Box 121431 - MS 735
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)

San Diego CA 92112-1431 (619-) 531-2250
City State Zip Code Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

Alias: _____ Driver's License No: _____
Last First

Date of Birth: _____ Sex: Male Female Misc. No. BIL - Applicant to pay
Agency Billing Number

Height: _____ Weight: _____ Misc. Number: _____

Eye Color: _____ Hair Color: _____ Home Address: _____
Street No. Street or PO Box

Place of Birth: _____ City, State and Zip Code

Social Security Number: _____

Your Number: _____
OCA No. (Agency Identifying No.)

If resubmission, list Original ATI Number: _____ Level of Service: DOJ

Employer: (Additional response for agencies specified by statute)

Not Applicable

Employer Name _____
Street No. Street or PO Box Mail Code (five digit code assigned by DOJ)

City State Zip Code ()
Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Name of Operator _____ Date _____

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____