INSTRUCTIONS REGARDING SOLICITOR’S LICENSE APPLICATIONS

1. Fill out paperwork to do background check with City Clerk’s staff:
   a. DPS Fingerprint Background Waiver, the City keeps this form.
   b. Fingerprint Request Form, customer takes this form to the fingerprinting facility and returns it to the City after the fingerprints have been processed.
   c. Copy of ID.
   d. Picture will be taken.

2. Obtain background check from a DPS authorized fingerprinting facility. You will need the following:
   a. Signed Fingerprint Request Form
   b. Identification
   c. Fee – determined at the facility

3. Submit the completed application form, which must be signed.

A Child Care license will be issued when the investigation is approved by the City Clerk’s Office, the business license requirements are met, and City Council approves the solicitor’s license.

FAILURE TO FOLLOW THESE INSTRUCTIONS PROPERLY COULD CAUSE SUBSTANTIAL DELAY IN THE PROCESSING OF YOUR LICENSE.