

## HOME SOLICITATION SALES PERMIT APPLICANT INSTRUCTIONS

### Applicant Process

**Step 1:** Complete the Home Solicitation Sales Permit Application, and deliver it to the Clerk of Courts, Court Division, 2<sup>nd</sup> Floor, 571 US Highway 90 East, DeFuniak Springs, FL 32433.

**You will need to bring with you:**

\$49.00 (Non-Refundable) Filing Fee

Photo Identification

Two Recent Passport Photos

**Step 2:** Contact the Walton County Jail to schedule a time to have your fingerprints taken.

Contact: Mary Francis

850-892-8196

Address: 796 Triple G Road

DeFuniak Springs, FL 32433

MAKE SURE YOU RECEIVE A COPY OF YOUR FINGERPRINTS ONCE THEY ARE SUBMITTED. This printout will be needed in order to complete the next step of the process.

**Step 3:** Visit <https://caps.fdle.state.fl.us> to pay the \$24.00 background check fee. This fee is non-refundable and must be paid directly to FDLE. **NOTE: A TCN NUMBER IS NEEDED FOR PAYMENT. THIS NUMBER IS LOCATED ON THE TOP LEFT OF YOUR FINGERPRINT CARD. "EXAMPLE: 70TESTCMM0000397"** For help with this step please see the attached instructions.

**Step 4:** Upon the completion of a permit application and receipt of all applicable criminal background check(s), the Clerk or his designee will review the application results and make a decision to approve, deny, or revoke the permit. Please be advised this decision can take up to sixty (60) days per Florida Statutes, Sec 501.022(3). If the decision is made to approve your application, we will contact you using the telephone number listed on your application.

If a decision is made denying or revoking a permit, the Clerk shall notify the applicant by certified U.S. mail pursuant to Florida Statutes, Sec 501.022(6), using one of the addresses provided on your application.

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### **Florida Statute 501.022**

(4) A clerk of the circuit court for the county may revoke, suspend, or deny the issuance of any home solicitation sale permit if it is determined that an applicant or permit holder has:

(a) Been convicted of, or entered a plea of guilty or nolo contendere to, a crime against the laws of this state or any other state or the United States, involving moral turpitude, fraudulent or dishonest dealing, or the illegal use or sale of a controlled substance, or been convicted of, or entered a plea of guilty or nolo contendere to, a violation of any of the provisions of Florida Statute. 501.021-501.055.

(b) Has obtained a permit by fraud, false statement, misrepresentation, or failure to truthfully answer any question in the required permit application.

(c) Has failed to obtain required county or municipal occupational licenses.

(d) Has failed in any material respect to comply with the provisions of Florida Statute. 501.021-501.055