

Vendor Permit Process

1. Applicant must complete the Vendor Permit Application
2. Applicant must be provided with an Instruction Sheet
3. Applicant must be fingerprinted for both SPBI and III Check. This is a Hard Copy process not an Electronic Submission to the State of Connecticut
4. Three SEPARATE checks are required:
 - a. \$50.00 made out to the Treasurer, State of Connecticut
 - b. \$14.75 made out to the Treasurer, State of Connecticut
 - c. \$15.00 to the Town of Waterford for fingerprinting
5. The Permit application, Checks, and Fingerprints are to be forwarded to Records for processing
6. Records will forward the fingerprints and checks to the State of Connecticut for a background check
7. Records will receive the response from the State of Connecticut
 - a. If no record is found the permit application can process can continue
 - b. If a record is located the application must be forwarded to the Administrative Lieutenant for review
8. Records personnel will forward applications to the Chief's Office for signature
9. Upon being signed by the Chief's office, Records personnel will contact the applicant to retrieve the permit
10. The applicant will provide a check in the amount of \$25.00 to the Town of Waterford at the time the permit is issued.

Permit Application

Instructions

The following information must be submitted on company letterhead:

Type of Product

Time Period of Solicitation

List of Personnel and Driver License Number/State

Additional Motor Vehicle(s) Information

- The Town of Waterford Health Department/Ledge Light Services inspections should be completed (if applicable) and must be presented prior to the Permit being issued.

It takes approximately two weeks for the application to be processed.

The Chief of Police will review the application upon submission of all required items.

The fees for permits are as follows:

Initial Permit \$25

Renewal \$15

Payment by cash (exact change) or check/money order payable to: Town of Waterford

Permits are valid for one year from date of issuance.



WATERFORD POLICE DEPARTMENT
 41 AVERY LANE
 WATERFORD, CT 06385-2819



Brett Mahoney
 Chief of Police

(860) 442-9451 TEL
 bmahoney@waterfordct.org

APPLICATION FOR PERMIT
 PEDDLER/HAWKER/SOLICITOR
 Please print clearly.

NAME _____ TELEPHONE _____

HOME ADDRESS _____ CITY _____ STATE _____

DATE OF BIRTH _____ PLACE OF BIRTH _____

DRIVER LICENSE NUMBER _____ STATE _____ (COPY WILL BE MADE)

VEHICLE LICENSE PLATE _____ STATE _____ MAKE _____ COLOR _____

HAVE YOU BEEN ARRESTED? _____ IF YES, LIST CONVICTIONS _____

DATE _____ APPLICANT'S SIGNATURE _____

Received Payment of Fee by Waterford Police Department on ____/____/20__ in the amount of \$_____.

Permit Approved by Chief of Police _____

Expiration Date _____

Date Issued _____



FINGER PRINTING SERVICES

IN AN EFFORT TO FURTHER ENHANCE THE SERVICES WE PROVIDE YOU, THE TOWN OF WATERFORD POLICE DEPARTMENT HAS IMPLEMENTED SET HOURS FOR FINGERPRINTING SERVICES. WE HOPE YOU FIND THIS SCHEDULE HELPFUL.

Sunday – 12:00 p.m. to 5:00 p.m.
Wednesday – 6:00 p.m. to 9:00 p.m.
Thursday – 6:00 p.m. to 9:00 p.m.
Saturday – 10:00 a.m. to 2:00 p.m.

A service fee of \$15.00 will be charged. This fee must be prepaid in either cash or by check payable to the "Town of Waterford". (Please have exact change.) FOR PISTOL PERMIT APPLICANTS THIS FEE SHOULD BE INCLUDED IN THE CHECK TO THE TOWN OF WATERFORD FOR A TOTAL OF \$79.75. Re-takes of "obscured" prints will not be charged.



WE ARE A POLICE AGENCY AND DELAYS CAN OCCUR.
WE APPRECIATE YOUR PATIENCE.