

## HOME SOLICITATION SALE PERMITS

Applicants should review Sections 501.021 – 501.055, Florida Statutes, to obtain information regarding home solicitation. This includes Sec. 501.021, F.S., which describes the types of businesses for which a Home Solicitation Permit is required.

The applicant must submit the following to the Clerk of Court:

1. **Application:** One completed [Home Solicitation Permit Application](#), which must be signed before a Notary Public or Deputy Clerk. If preferred, this application may be acquired and completed in person at any of the Clerk's branch offices.
2. **Payment:** A **non-refundable** application fee of \$76.00 can be made in the form of cash, a credit card or a check made payable to the Brevard County Clerk of Courts. (*Note: convenience charges apply for credit card transactions.*)

The completed application and fee of \$76.00 may be mailed to our office (Scott Ellis - Clerk of the Court, Home Solicitation Permits, P.O. Box 2767, Titusville, FL 32781-2767) or hand-delivered to any of the [Clerk's branch offices](#). Upon receipt of the completed application and fee, the applicant will be provided a blank fingerprint card to be taken to an authorized law enforcement agency to obtain a complete set of ink fingerprints. (Note: If the completed application and payment are mailed to the Clerk's Office, the blank fingerprint card will be sent to the applicant's permanent residence address as provided on the completed application.)

The applicant must then submit the following to the Clerk's Office for transmittal to the Florida Department of Law Enforcement (FDLE):

1. **A completed ink fingerprint card.**
2. **Payment:** A check made payable to FDLE in the amount of \$24.00 for state processing.

The Clerk's Office will send a copy of the completed Home Solicitation Permit Application, the fingerprint card, and the \$24.00 check to Florida Department of Law Enforcement.

Within 60 days after receipt of the fingerprints and a copy of the application, FDLE shall report any criminal justice information to the Clerk of the Circuit Court. Once the report and findings are received by the Clerk's Office, the Clerk will either approve or deny the issuance of the Home Solicitation Permit with consideration of the requirements in Sec. 501.022 (4), F.S. A copy of the application will also be provided to the Sheriff for a local criminal background investigation. The applicant will then be notified of the Clerk's determination.

If there are grounds for denial pursuant to statute, the Clerk's Office will notify the applicant by certified mail. If there are no grounds for denial, the Clerk's Office will schedule the applicant to appear at the Titusville North Brevard Government Complex (Clerk's Administration) located at 400 South Street (Second Floor), Titusville, FL 32780 for the issuance of the permit badge. A personal appearance is required to obtain both a digital photograph and the permit holder's signature for placement on the badge.

Once issued, the Home Solicitation Permit is valid for one year from the date of issuance. If the permit holder wishes to renew upon expiration of the permit, he or she must repeat the application process in its entirety to obtain a new permit.

If you have questions regarding the home solicitation permitting process, please contact the Clerk's Office at 321-637-2004.

**Clerk's Office locations:**

- **Melbourne Courthouse**, 51 S. Nieman Avenue, Melbourne, FL 32901
- **Merritt Island County Service Complex**, 2575 N. Courtenay Parkway, Room 129, Merritt Island, FL 32953
- **Palm Bay County Service Complex**, 450 Cogan Drive S.E., Palm Bay, FL 32909
- **Titusville County Service Complex**, 700 S. Park Avenue, Bldg B, Titusville, FL 32780
- **Titusville North Brevard County Government Complex**, 400 South Street, (Second floor), Titusville, FL 32780
- **Viera Moore Justice Center**, 2825 Judge Fran Jamieson Way, Viera, FL 32940
- **(Badging Only): Titusville North Brevard Government Complex**, Clerk's Administration, 400 South Street, (Second floor), Titusville, FL 32780