

## HOME SOLICITATION SALE PERMITS

**Applicants should review Sections 501.021 – 501.055, Florida Statutes**, to obtain information regarding home solicitations. 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:

- **Application:** The Home Solicitation application may be obtained online at [www.brevardclerk.us](http://www.brevardclerk.us), locate the “Quick Links” section, select “Forms”, select “Administration” and “Home Solicitor Permit Application.” or in-person at Clerk’s Office locations listed on the next page. The application must be completed in its entirety and signed before a notary public or deputy clerk.
- **Photographs:** 2 recent passport quality/size (2 x 2) photos to be submitted with the completed application. You may obtain the photos from any store/facility that takes passport photos or you may obtain digital photos from the Melbourne, Viera or Titusville (Parkway Complex only) Clerk’s Offices. The Clerk’s fee for digital photos is \$10.70.
- **Payment:** A **non-refundable** application fee of **\$75.00** is due and may be paid in the form of cash, check (made payable to the Rachel M. Sadoff - Brevard County Clerk of Court) or credit card. (*Note: convenience charges apply for credit card transactions.*) You may mail the completed application, 2 passport quality/size photos and payment to Brevard County Clerk of Court, Home Solicitation Permits, P. O. Box 2767, Titusville, FL 32781-2767, or hand-delivered to one of the Clerk’s Office locations listed on the next page.
- Upon receipt of the application, the Clerk’s Office will provide the applicant with the Brevard County Clerk of Court’s **Originating Agency Identifier Number (ORI #) of FL705010Z.**
- Take the ORI# to an authorized law enforcement agency to have a complete set of LiveScan fingerprints for submission to the Florida Department of Law Enforcement (FDLE) for a Level 1 background investigation (Florida State). ***Please note: A fingerprinting fee is charged by the law enforcement agency.***
- Upon completion of the fingerprinting process, the law enforcement agency will provide you with a Transaction Control Number (TCN). This number is unique for each applicant and is required when requesting the Level 1 background investigation from FDLE.
- Please contact the Clerk’s Office via telephone at 321-637-2004 with your TCN to assist our office in the event we need to contact FDLE regarding your submitted fingerprints.
- To obtain the required Level I background investigation, the agency may require you to directly access the Florida Department of Law Enforcement's (FDLE) Civil Applicant Payment System - CAPS (<https://caps.fdle.state.fl.us>) to request and submit payment for the background investigation. The fee is \$24.00 payable by credit card.
- Within 60 days after receipt of the fingerprints, FDLE shall report any criminal justice information to the Clerk of the Court.

- A copy of the application will also be provided to the Sheriff's Office for a local criminal background investigation. Once the background investigations are reviewed, the Clerk will either approve or deny the issuance of the Home Solicitation Permit with consideration of the requirements outlined in Sec. 501.022 (4), F.S.
- 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 Brevard County Government Center North (Clerk's Administration): 400 South Street, (Second floor, East side), Titusville, FL 32780, for the issuance of the permit badge. A personal appearance is required to obtain the badge.
- Home Solicitation Permits are valid for one year from the date of issuance. If the permit holder wishes to renew upon expiration, he or she must repeat the application process in its entirety to obtain a new permit.

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

#### **Clerk's Office locations:**

- **Brevard County Courthouse, (Melbourne Branch):** 51 South Nieman Avenue, Melbourne, FL 32901\*
- **Merritt Island Office Service Complex,** 2575 North Courtenay Parkway, Room 129, Merritt Island, FL 32953
- **Harry T. & Harriett V. Moore Justice Center:** 2825 Judge Fran Jamieson Way, Viera, FL 32940\*
- **Brevard County Government Center North:** 400 South Street, (Second floor, West side), Titusville, FL 32780
- **Palm Bay Office:** 450 Cogan Drive S.E., Palm Bay, FL 32909
- **Parkway Complex:** 700 S. Park Avenue, Building B, Titusville, FL 32780\*

\*Denotes Clerk's Office locations currently taking passport-sized photos.\*

#### **Badging Only:**

- **Brevard County Government Center North, Clerk's Administration:** 400 South Street (Second floor, East side), Titusville, FL 32780