

INSTRUCTIONS FOR HOME SOLICITATION SALE PERMIT APPLICANTS

1. All applicants must appear in person to the office of the Clerk of Circuit Court, Home Solicitation Division in the Marriage, Passport, Tax Deed Department, Room C119, 101 N. Alabama Avenue, DeLand, Florida.
2. The total fee of this application is \$109.00; **\$85.00** payable (non-refundable) to Clerk of the Circuit Court and **\$24.00** payable to the Florida Department of Law Enforcement (FDLE).
3. The applicant will receive a Home Solicitation packet that includes the application and fingerprint card.
4. Complete the application form but **do not to sign the application**. You will be asked to show ID and sign the application in the presence of a deputy clerk who will administer an oath.

To eliminate any delay, be sure that the entire application is complete except for the signature.

5. Complete a fingerprint card by taking it to one of the designated fingerprint locations on the next page. Fingerprinting charges vary per location.
6. Bring the completed application, fingerprint card, ID and your payment back to the office of the Clerk of Circuit Court, Home Solicitation Division in the Marriage, Passport, Tax Deed Department, Room C119, 101 N. Alabama Avenue, DeLand, Florida.
7. Upon receipt of the application, fingerprint card, and your payment, a records search and fingerprint analysis will be processed.
8. The records search conducted by FDLE may take up to 60 days. We cannot issue a permit until this information is received.
9. When the Clerk's Office receives the results of the records search and fingerprint analysis, the applicant will be notified immediately by telephone or by U.S. mail.
10. If your application has been approved, you must return to this office in person to sign and receive your permit. You must present **two (2)** 2" x 2" photos taken at a reputable studio or department store to the Clerk. Photo service is available at the DeLand Courthouse Room C119 for a charge of \$12.78. One photo will be attached to the permit. The other photo will be attached to your application and retained on file with this office.

FINGERPRINT LOCATIONS

LOCATION	TIMES	CHARGE
Volusia County Sheriff's Office VCSO Technical Services 1330 Indian Lake Road Daytona, Florida 32124 (386) 258-4053	Tuesday Wednesday Thursday 09:00 am – 11:00 am 1:00 pm – 3:00 pm	(electronic) \$5.00
DeLand Police Department 219 W. Howry Avenue DeLand, Florida 32720 (386) 626-7400	Wednesday 09:00 am – 1:00 pm Thursday 1:00 pm – 3:00 pm	\$5.00
Orange City Police Department 207 North Holly Avenue Orange City, Florida 32763 (386) 775-9999	Tuesday 09:00 am – 1:00 pm Thursday 12:00 pm – 4:00 pm	\$5.00
Lake Helen Police Department 493 S. Lakeview Drive Lake Helen, Florida 32744 (386) 228-2145	Monday Through Friday 09:00 am – 11:00 am 2:00 pm - 3:45 pm	\$10.00
Sanford Police Department 815 South Historic Goldsboro Blvd. Sanford, Florida 32771 (407) 668-5070	Monday, Wednesday & Friday 09:00 am – 12:00 pm	\$5.30
Seminole County Sheriff's Office 100 Bush Blvd Sanford, FL 32773 (407) 665-6689	Thursday 09:00 am – 4:00 pm	(electronic) \$5.30
Altamonte Springs Police Department Altamonte Mall 451 E Altamonte Drive Altamonte Springs, Florida 32701 (407) 571-8463	Monday through Saturday 10:00 am – 4:00 pm (closed holidays)	\$10.00 & \$15.00