

INSTRUCTIONS FOR HOME SOLICITATION 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 for this application is **\$109.00** (non-refundable) payable to the Clerk of the Circuit Court. This fee includes \$85.00 for the Clerk of the Circuit Court application fee and \$24.00 for the Florida Department of Law Enforcement (FDLE) criminal history record check.
3. Applicant will receive a Home Solicitation Application form to complete. **Do not sign the application.**

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

4. Complete your electronic fingerprints by going to one of the designated fingerprint locations on the next page. Always call the Agency before you go to submit your fingerprints. Their forms of payment, fees and hours are subject to change. They will provide you with a Transaction Control Number (TCN) when your fingerprints have been completed. Make sure to put the TCN number on the Home Solicitation application.
5. Bring the completed application 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. You will then be asked to sign the application and present your photo ID in the presence of a deputy clerk who will administer an oath.
6. Upon receipt of the completed application and your payment, a criminal history record check will be processed by FDLE and a local criminal background investigation will be processed by Volusia Sheriff's Office.
7. The criminal history record check conducted by FDLE may take up to 30 days. We cannot issue a permit until this information is received.
8. After the Clerk of the Circuit Court reviews the application, the results of the criminal history record check and the local criminal background investigation, the applicant will be notified immediately by telephone, email, or by U.S. mail.
9. 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. 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 Sheriff's Office VSO Latent Print Unit 1330 Indian Lake Road Daytona, Florida 32124 (386) 258-4053	Monday - Friday 9:00 am – 11:00 am 1:00 pm – 3:00 pm By Appointment Only	\$5.00 Cash or Check Only
Flagler County Sheriff's Office 17 Old Kings Road North Palm Coast FL 32137 (386) 586-2621	Monday – Friday 8:00-3:30	\$7.00 Cash Only
Sanford Police Department 815 South Historic Goldsboro Blvd. Sanford, Florida 32771 (407) 688-5070	Monday, Wednesday & Friday 9:00 am – 12:00 pm	\$5.00-Sanford Resident \$15.00-non- Sanford Resident Money Order or Check Only
Seminole County Sheriff's Office 100 Bush Blvd Sanford, FL 32773 (407) 665-6689	Monday - Thursday 09:00 am – 4:00 pm Closed 11:30-1:30	\$5.35 Money Order or Cash
Altamonte Springs Police Department Altamonte Mall 451 E Altamonte Drive Altamonte Springs, Florida 32701 (407) 571-8463	Monday - Saturday 10:00 am – 4:00 pm (closed holidays)	\$5.00- Altamonte Springs Resident \$15.00-non- Altamonte Springs Resident Money Order or Check Only