

## INSTRUCTIONS FOR HOME SOLICITATION PERMIT APPLICANTS

1. All applicants must appear in person to the office of the Clerk of Circuit Court, Home Solicitation Permit Division in the Marriage, Passport, Tax Deed Department, Room C119, 101 N. Alabama Avenue, DeLand, Florida.
2. The total fee for this application is **\$85.00** (non-refundable) payable to the Clerk of the Circuit Court.
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. Florida Statute 501.022 requires that when submitting a request for a Home Solicitation Sale Permit you must have a complete set of fingerprints taken by an authorized law enforcement agency. Complete your electronic fingerprints by going to the designated fingerprint location on the next page. Always call before you go to submit your fingerprints as it is done by appointment only. 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. You will need this number when you submit your request for your FDLE Criminal History Record check.
5. Florida Statute 501.022 requires that when submitting a request for a Home Solicitation Sale Permit you must submit fingerprints to the Florida Department of Law Enforcement (FDLE) for a Criminal History Record Check. On the following page are further instructions for obtaining fingerprints and for submitting your request to the FDLE for your Criminal History Record Check.
6. Bring the completed application and your payment back to the office of the Clerk of Circuit Court, Home Solicitation Permit 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.
7. 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.

## FINGERPRINTS AND CRIMINAL HISTORY RECORD CHECKS

Florida Statute 501.022 requires that when submitting a request for a Home Solicitation Sale Permit you must submit fingerprints to the Florida Department of Law Enforcement (FDLE) for a Criminal History Record Check.

The Volusia Sheriff's Department is a Livescan Vendor and Service Provider and may assist you on the days and times listed below. A fee of \$5.00 will be charged at the time the fingerprints are taken. Cash or check only.

To complete the Criminal History Record check an additional \$24.00 (to the FDLE) is required to be paid within 30 days of submitting your fingerprints. **This payment has to be made electronically by credit card through the CWCS Applicant Payment Application at <https://www.fdle.state.fl.us/caps>.** You will need your Transaction Control Number (TCN) as provided by the Volusia Sheriff's Department to process this payment, and you must also enter your name just as the sheriff's department did with the original submission. Your Caps Lock must be on. After you submit your online payment a receipt for the transaction will display. You should print one for your records. It is recommended that you bring your receipt to the Home Solicitation Department at the Clerk's office when you submit your application.

Volusia Sheriff's Office  
1330 Indian Lake Road  
Daytona Beach, FL 32124

Monday through Friday  
9:00 am – 10:40am and 1:00pm – 2:40pm  
**BY APPOINTMENT ONLY, call (386) 258-4053**

Your fingerprints will be submitted to FDLE for a state criminal records check and will be processed within 24-72 hours from the time of receipt of your online payment. The clerk's office will receive a notification e-mail and provide the results to our Clerk when considering your request.

If your fingerprints are rejected for fingerprint quality, you will be required to resubmit a second set at no additional cost. You will need to provide the Volusia Sheriff's Office with a copy of the rejection letter received from FDLE.

If you have any questions or need assistance related to electronic fingerprint submissions, please contact FDLE Criminal History Services at (850) 410-8161 or via email at [applicantchecks@fdle.state.fl.us](mailto:applicantchecks@fdle.state.fl.us).