



# Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County  
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

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## HOME SOLICITATION SALE PERMIT APPLICANT INSTRUCTION SHEET

APPLICATIONS MAY BE OBTAINED ON OUR WEBSITE AT [WWW.HERNANDOCLERK.COM](http://WWW.HERNANDOCLERK.COM); BY EMAILING [OFFICIALRECORDS@HERNANDOCLERK.ORG](mailto:OFFICIALRECORDS@HERNANDOCLERK.ORG); OR BY VISITING THE CLERK'S CUSTOMER SERVICE CENTER, ROOM 165, 20 NORTH MAIN STREET, BROOKSVILLE, FLORIDA, 34601, MONDAY THRU FRIDAY, 8:00 A.M. THROUGH 5:00 P.M. FOR QUESTIONS, PLEASE CALL (352) 540-6768.

1. Fingerprinting via LiveScan is required before submission of the application to the Clerk of Circuit Court and Comptroller's Office. Provide **ORI number FL727017Z** to a LiveScan provider. The Florida Department of Law Enforcement will conduct a fingerprint analysis and will submit results electronically to the Clerk's Office. See attached "Electronic Fingerprinting Process" instruction sheet for additional information regarding this process and for a list of authorized providers. Please note that a fee is required for this service.
2. All applicants **MUST** appear in person.
3. The application fee is **\$100.00**, payable in U.S. currency, check, cashier's check, or money order. The fee is **NON-REFUNDABLE** and applies to both new and renewal applications.
4. When completing the application form, please be sure to include the **TCN#** from your electronic fingerprinting process. Each line must be completed; please ensure all addresses are complete with city, state and zip code.
5. Upon completion, the application must be sworn to, either before a notary prior to bringing the application into our office or before a Deputy Clerk in our office (there is no fee for this).
6. You must provide two (2) head-shot photographs (2" x 2" - passport size). Photos may be processed in our office for a fee. **Important Note:** If photo is not taken in our office, the photo must be clear and taken with a neutral background, and must not be a "selfie." If your photos do not meet this criteria, we will not accept your application.
7. Your completed application will be sent to the Hernando County Sheriff's Office for a criminal background investigation.
8. The Florida Department of Law Enforcement (FDLE) and the Sheriff's Office have up to 60 days to return the results of the fingerprint analysis/local background investigation to this office. After all results are received, the results and the application will be submitted to a committee for a decision to grant or deny your permit.
9. When the decision of the committee has been received, you will be notified of the results by telephone and by U.S. Certified Mail. You must come into our office **in person** to sign for and receive your permit. Your permit will be effective on the date of issuance.



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10. The fingerprint analysis/background investigation results are valid for **60 days** after you are notified in writing of the decision regarding your application. If your application is approved and you do not come into the office to pick up your permit within 60 days from the date of the notification letter, a new fingerprint analysis/local background investigation will be required before the permit will be issued.
11. The Permit is valid for a ONE-YEAR PERIOD AND MUST BE RENEWED EVERY YEAR. To ensure that your permit does not expire before a new one is issued, please return to our office at least 60 days before the expiration date of your permit to submit your application for renewal. You WILL NOT receive notification from this office when your permit is due to expire.
12. Upon applying for or receiving a Home Solicitation Permit, you must notify the Clerk within 15 days, in writing, of any of the following changes:
  - (a) If you move from the address named in such application or in the permit issued, or
  - (b) when your name is changed by marriage or otherwise

The written notification must include the former name or address, as well as the permit number. Please include your new phone number if applicable.
13. Per Florida Statutes, 501.022(8), every permitholder shall **carry the permit at all times** while engaged in home solicitation sales and shall display the same to all prospective buyers before initiating the solicitation of a sale, lease, or rental.

I hereby acknowledge receipt of the above information.

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Applicant Signature

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Date

**ORIGINAL:** Applicant File    **COPY:** Applicant



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## ELECTRONIC FINGERPRINTING PROCESS FOR HOME SOLICITATION PERMIT

### General Process

According to Florida Statutes, Chapter 501.022, an applicant for home solicitation sales must have fingerprints taken electronically by an authorized agency, such as the Hernando County Sheriff's Office or an approved private agency/provider, prior to issuing a permit. The fingerprints are submitted to the Florida Department of Law Enforcement (FDLE) for a state criminal history records check. The results are submitted electronically by the FDLE to the Clerk of Circuit Court and Comptroller's Office.

### Applicant Instructions

Visit one of the FDLE-approved providers (link below) to be electronically fingerprinted. You are required to provide the Hernando County Clerk ORI (Origination Agency Identification) Number below to the agency/provider:

► **ORI Number: FL727017Z**

You will be given a "TCN #" by the agency/provider. **You will need this TCN# to enter on your Application for Home Solicitation Sale Permit.** You will also be given a website by the agency/provider: <https://www.fdle.state.fl.us/caps/>.

Within 24 hours, visit the website address and enter your "TCN #" and your name as it is typed into the system. You will pay by credit card the sum of \$24.00 for the criminal background check. After the report is run, you will be able to print a confirmation card. You will need this confirmation card to show that you have paid the FDLE fingerprint analysis fee.

The results of your fingerprint analysis will be transmitted electronically to the Clerk's Office.

### Approved Providers

Authorized service agencies/providers to take fingerprints are provided on the FDLE website:

<http://www.fdle.state.fl.us/cms/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>

**Please Note:** Livescan Vendors will charge a fee for this service. This fee is separate from the criminal background check referenced above.



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## APPLICATION FOR HOME SOLICITATION SALE PERMIT

Fingerprinting via LiveScan is required before submission of this application to the Clerk of Courts.  
Provide ORI number **FL727017Z** to LiveScan provider. A fee is required for this service.

TCN #: \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_

Full Name of Applicant:					
Other names known by (Aliases/Maiden/Nicknames):					
Permanent Residence Address:					
Local Residence Address (if different from above):					
Driver License Number:			Issuing State:		
Date of Birth:		Place of Birth:		Race:	
Sex:	Height:	Weight:	Eye Color:	Hair Color:	
Home/Cell Phone:			Business Phone:		
Employer Name:					
Employer Address:					
Have you ever pled guilty or nolo contendere to a crime or been convicted of a crime?				No:	Yes:
If yes, provide the nature of the offense, arresting agency, date and place of offense, and case disposition. (Attach additional sheet if necessary.)					

I hereby swear or affirm that the answers given to the above questions and all statements in this application are true and correct. I understand that any falsification of this application may be grounds for denying issuance of my Home Solicitation Sale Permit. I also understand that the fee required for the processing of my application is non-refundable.

- Photo -

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State of Florida, County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_,  
who has produced \_\_\_\_\_ as identification \_\_\_\_\_ or who is personally known to me.

By: \_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

- SEAL/STAMP -