



Bexley Police Department

559 N. Cassingham Rd ~ Bexley, Ohio 43209 ~ (614) 559-4444

Larry Rinehart
CHIEF OF POLICE

CITY OF BEXLEY SOLICITOR'S LICENSE INFORMATION

Each applicant must apply in person and present the required fees and information. The following steps must be followed:

Step 1: Complete a Solicitor's License Application at the Bexley Police Department.

The application requires the following information: Applicant's name, complete home address, contact phone numbers, physical descriptions, date of birth, current driver's license or state ID, company's name, company's complete mailing address, telephone number, type of goods sold, vehicle's year, make, color, license number and state in which vehicle is registered.

Each individual must show a valid driver's license or state ID.

The fee of \$25.00 is due at the time of application and is non-refundable. The fee must be paid in cash and is required for each applicant.

Step 2: Schedule an appointment to have your fingerprints taken.

Schedule an appointment with one of the companies listed on the Ohio Attorney General's web-site:
<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>.
If you are unable to download this information please contact the Ohio Attorney General's Office at 800-282-0515 or 614-466-4986.

Give the attached form to the company completing your background check. This will ensure that the Bexley Police Department will receive your fingerprint results.

If your permanent address is not in the State of Ohio an official background check must also be obtained from the state in which you reside.

Step 3: The Bexley Police Department will contact you.

Once we receive your background check results, the Bexley Police Department will contact you. This process may take 7-14 business after your fingerprints have been taken.

If you have not heard from us after 14 business days, please call 559-4457 to check the status of your application.

We will schedule an appointment for each approved applicant to obtain a photo ID at the police department. The Bexley Police Department will furnish each approved applicant with a Solicitor's badge. The permit must be worn conspicuously on the outer garment of the bearer, in plain view. The permit will be valid through December 31st of the calendar year in which it was received.

If you have any questions, please call (614) 559-4457.