

CLYDETTE ENTZMINGER  
CITY SECRETARY



## PEDDLERS, SOLICITORS, AND INTINERANT VENDORS LICENSE

Vendors who do not maintain a fixed place of business in a business area of the City of Temple, referred to as “transient and itinerant peddlers and vendors”, are required to obtain a license from the City of Temple to sell or take orders for the sale of goods, wares or merchandise in a residential area of the City.

**Application:** Each company or organization requesting a Vendors License to sell in the City of Temple must complete an application (attached), as well as each employee who will work under the license. An Authorization for Background Investigation (attached) must also be completed by each applicant and employee and a copy of a valid driver’s license or other state issued photo identification provided.

**Fees:** \$30 for each applicant which is a corporation, firm, partnership or association  
\$5 for each employee who will work under the applicant’s license

**Bond:** \$500 surety bond for an individual applicant  
\$1000 surety bond for applicant that is a corporation, firm, or partnership

\*\* The surety bond is only required if the application has been approved for issuance.

**Photographs:** 2 photos – approximately 1-1/2 x 2 inches – for each employee working under the license.

Upon filing the completed application(s) and Authorizations for Background Investigation, the City Secretary and other appropriate City departments will review the information provided within 10 days and determine whether the license shall be issued in accordance with Chapter 26 of the Code of Ordinances. The applicant will be notified of the determination. If approved, the applicant shall submit the required surety bond, photos and fees before the license is issued. All vendors must have a valid vendors license in their possession while soliciting in the City of Temple.



**CITY OF TEMPLE**  
**APPLICATION FOR VENDORS LICENSE**

Company/Organization \_\_\_\_\_

Business Address \_\_\_\_\_

Local Address (if applicable) \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ Local Telephone Number \_\_\_\_\_

Description of good, wares or merchandise to be sold \_\_\_\_\_  
(please include photos or brochures of products if available)

Provide the following information for each person working under this license:

**Name**

**Address**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Attach additional sheets as necessary.

Printed Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Disapproved

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Issue Date

\_\_\_\_\_  
Expiration Date



**CITY OF TEMPLE**  
**APPLICATION FOR VENDORS LICENSE**  
**EMPLOYEE APPLICATION**

Company/Organization \_\_\_\_\_

Employee Name \_\_\_\_\_

Permanent Residence Address: \_\_\_\_\_

Local Telephone Number (if applicable) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License Number/State \_\_\_\_\_

Physical Description: Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Complexion: \_\_\_\_\_  
Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Have you ever been convicted of a felony in any state or federal court? \_\_\_\_\_

If yes: Name of offense(s): \_\_\_\_\_

Name of court: \_\_\_\_\_

Date of each conviction: \_\_\_\_\_

Time Served Under Each: \_\_\_\_\_

Give names, addresses and telephone numbers of 5 references (not family members):

**Name**

**Address**

**Telephone Number**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Description of vehicles to be used:

<u>Year</u>	<u>Make</u>	<u>Color</u>	<u>License Number/State</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved/Disapproved

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Issue Date

\_\_\_\_\_  
Expiration Date



# CITY OF TEMPLE

## Authorization for Background Investigation

I do hereby authorize the City of Temple to make any investigation of my personal and financial history to include a check of my driving record and criminal history, if any, through any investigative agency or bureau of your choice, for the purposes of obtaining a Vendors License under Chapter 26 of the Code of Ordinances, "Peddlers, Solicitors and Itinerant Vendors," of the City of Temple.

I also certify that the City of Temple and all persons who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release the City of Temple and all its officials, agents, and employees from any and all liability which may be incurred as a result of furnishing such information.

A photograph or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Address      City    State      Zip Code

\_\_\_\_\_  
Telephone Number

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

\_\_\_\_\_  
Date