

## PROCESS TO ISSUE A SOLICITOR'S PERMIT

Please note: If someone is selling insurance and has a valid Texas issued insurance license, they are EXEMPT from the ordinance, fees, and background check, BUT we will still need a copy of their driver's license/ID and a copy of their insurance license for our files to reflect their exemption.

- PROVIDE FEE SCHEDULE AND GIVE COPY OF **ORDINANCE** TO THE SOLICITOR.
- **COLLECT \$125.00 PER SOLICITOR** IF THEY HAVE LIVED IN TEXAS ONLY FOR THE LAST SEVEN (7) YEARS FOR THE APPLICATION FEE. IF THEY HAVE LIVED OUT OF STATE DURING THE LAST 7 YEARS, THEY WILL NEED TO COMPLETE THE BACKGROUND FORM AND IT WILL BE EMAILED TO PSI SO THAT THEY CAN PROVIDE A COST THAT WILL NEED TO BE PAID BEFORE APPLICATION CAN BE COMPLETED. **(TRANSACTION CODE IS 426)**

(EACH PERSON WILL NEED THEIR OWN PERMIT AND WILL BE CHARGED APPLICATION FEE)

- HAVE SOLICITOR COMPLETE THE **APPLICATION FOR PERMIT** AND MAKE SURE IT IS **SIGNED**. (MAKE SURE THEY LEAVE US A **PHONE NUMBER** AT WHICH THEY CAN BE REACHED).
- RUN COPY OF **DRIVER'S LICENSE**.

THE SOLICITOR WILL BE CONTACTED UPON CITY HALL RECEIVING THE BACKGROUND RESULTS. (THIS COULD TAKE A LITTLE TIME BECAUSE IT HAS TO BE OUTSOURCED)

- **EMAIL THE RELEASE AND AUTHORIZATION** TO PSI, INCORPORATED AT [applications@psiincorporated.com](mailto:applications@psiincorporated.com) or fax to #903-266-4292. You may contact them at 903-266-4207 to retrieve results.
- **UPON RECEIVING SATISFACTORY RESULTS** FROM PSI, INCORPORATED, **CONTACT SOLICITOR**.
- **COLLECT \$500. PER YEAR, PER PERSON, OR \$100. PER MONTH, PER PERSON.**

**(INCODE TRANSACTION CODE IS 426)**

- COMPLETE AND SIGN A **PERMIT CARD PER EACH SOLICITOR** AND NOTE THE **DATES THAT SOLICITING IS VALID**.
- SEND A COPY OF THE **APPROVED APPLICATION TO THE POLICE DEPT** TO INFORM THEM OF SOLICITOR'S PERMIT ISSUED.