

July 9, 2007

Memorandum

TO: WHOM IT MAY CONCERN

FROM: Sergeant T. J. Garrity  
Administrative Support Services Bureau Supervisor

RE: **Peddler, Solicitor and Itinerant Vendor  
Permit Requirements**

Any person engaged in the act of selling as a peddler, solicitor or itinerant vendor in Prince William County must comply with all provisions of **Article II, Section 18-17 through 18-30** of the Prince William County Code.

Prior to a permit being issued, the following items, when applicable, must be presented to the Administrative Support Services Bureau Office:

1. **Temporary Activity Permit (TAP)** - May be obtained, if needed, from the Prince William County Zoning Office, 1 County Complex Court, Prince William, Virginia. Telephone **703-792-6830**.
2. **Federal Tax ID (EIN) Number** - Will now be used in **place of the VA State Tax ID Number**. You may apply for your Federal Tax ID number online at **irs.gov**
3. Each **individual solicitor** is required to post a **\$5,000** personal surety bond, in the name of the individual solicitor, not the company name, naming the **Prince William Board of County Supervisors** as obligee at **1 County Complex Court, Prince William, VA 22192**. The bond may be obtained through an insurance agency.

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4. Those vendors using a vehicle during the course of solicitor/vendor/peddler sales, examples include ice cream trucks or snack trucks, **must** present a **valid vehicle registration card and proof of insurance** for the vehicle.
5. If the applicant is a U.S. citizen, but **not born** in the U.S., they **must show proof of citizenship**. Only one of two documents will be accepted as proof: a **U.S. Passport or a Naturalization Certificate**. If the applicant is **not a U.S. citizen**, they **must** show a **Resident Alien card** or some other official document issued by **ICE** or the **State Department** before a permit will be issued to the applicant.
6. **Prince William County Business License** - You must submit your solicitor application to the Police Department and gain permit approval before you obtain your Business License. A Business License, **if needed**, must be obtained from the Prince William County Business License Office, 1 County Complex Court, Prince William, Virginia. Telephone **703-792-6710**. A copy of the Business License must be presented to the Administrative Support Services Bureau staff before the solicitor's permit will be issued. The annual license tax for peddlers and itinerant vendors is **\$500.00** for each business or location.
7. Applications are available at the Administrative Support Services Bureau Office, 8406 Kao Circle, Manassas, Virginia 20110. Applications will be accepted **only** at the following times: **Tuesdays & Thursdays - 8:30 a.m. to 11:30 a.m. and 1:00 p.m. to 3:00 p.m.** There is a **\$20.00 processing fee** for each application.

At the time the application is received, all applicants will be fingerprinted and photographed. The Administrative Support Services Bureau will then conduct a background investigation and will either approve or deny the application. **This process could take up to twenty-one days to be finalized according to Prince William County Code 18-21.**

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Applications will be notarized free of charge, however, proper identification in the form of the following is **required**:

1. Valid driver's license with photograph or  
DMV-issued ID Card with photograph.
2. Social Security Card
3. Valid Employment Authorization Card or  
Valid Resident Alien Card for non-U.S. citizens

Questions should be directed to the Prince William County Police Department, Administrative Support Services Bureau Office at **703-792-6552**.