

## ITINERANT VENDORS INFORMATION SHEET

### REQUIREMENTS

- Itinerant Vendors Application
- Proof of Identity (i.e. State issued Driver's License/I.D. Card, Military I.D., Passport)
- State of Ohio Vendor's License  
(Required only if selling taxable items, i.e. soda, shirts, drinks containing less than 50% vegetable or fruit juice by volume)
- Letter of Good Standing from City of Columbus Tax Division
- Proof of executing a Bond of \$1,000 to the City of Columbus
- BCI Background Check/Fingerprint  
(If conducted at another authorized WebCheck agency, results must be mailed directly to the License Section)

### PRICING

- Application fee - \$20.00
- BCI Background Check fee - \$32.00
- Itinerant Vendors License fee - \$120.00 per day

### OFFICE HOURS

4252 Groves Road  
Columbus, OH 43232  
  
Monday - Friday  
8:00 a.m. to 3:30 p.m.

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**OFFICE USE ONLY**

License # \_\_\_\_\_

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

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

DEPARTMENT OF PUBLIC SAFETY  
LICENSE SECTIONDEPARTMENT OF  
PUBLIC SAFETY**ITINERANT VENDORS  
APPLICATION****NEW      RENEWAL****APPLICANT INFORMATION**

Full Name:

Residential Address:

City:

State:

Zip:

Phone:

Email:

Date of Birth:

Driver License #:

State:

Race:

Sex:

Height:

Weight:

Hair:

Eyes:

Have you have a City of Columbus license and/or permit revoked, suspended, or refused within the last three (3) years?

Yes      No

If yes, please explain:

Have you ever been convicted of a felony?      Yes      No

Is yes, list all felony convictions which occurred in the United States over the past ten (10) years:

Are you on felony probation or parole?      Yes      No

If yes, date began:

Are you required to register as a sexual offender?      Yes      No

If yes, date registered:

**BUSINESS INFORMATION**

Type of Business:      Single Owner      Partnership      Incorporated      Other: \_\_\_\_\_

Business Name:

Business Address:

City:

State:

Zip:

Business Phone:

Business Email:

**SALE INFORMATION**

Date(s) of Sale:

Location of Sale:

Item(s) to be sold:

Per regulations set in Columbus City Code 501.05(E), the License Section has the power to make rules regarding the "qualifications of the applicants and the conditions precedent the applicants must meet prior to the acquisition of licenses." Following this direction, all applicants must be able to read, speak, and comprehend the English language in order to obtain a valid license. By initialing on the line below, you agree that you are able to fulfill this requirement.

\_\_\_\_\_ Initials

All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or given in this application shall result in denial, revocation, or future revocation of the license under Columbus City Code Chapters 501 and 540, and may be referred for criminal prosecution under Ohio Revised Code Chapter 2921.13 (A-3).

State of Ohio, County of Franklin

I, \_\_\_\_\_, being duly sworn, affirm and swear that I am the  
(Print Applicant's Name)

individual making the foregoing application; that he or she is knowledgeable with respect to that which is to be licensed and to the information contained in the application; that the answers, statements, and allegations made in this application are true and accurate to the best of my knowledge and belief; and that I am an owner/operator/applicant of that which is to be licensed by this application.

\_\_\_\_\_  
(Applicant's Signature)

Sworn to before me and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary or Agent of Director of Public Safety

The application must be signed, dated and notarized.