



Financial Services
Sales Tax Division
215 North Mason Street, 2nd Floor
P.O. Box 580
Fort Collins, CO 80522
970.221.6780
970.221.6782 - fax
fcgov.com/salestax

SOLICITOR PERMIT APPLICATION CHECKLIST

CHECKLIST FOR COMPANY:

- _____ Completed Application with checklist attached
- _____ \$50.00 Application Fee (Non-refundable)
- _____ Completed “List of Company’s Solicitors”
- _____ Supervisor – Copy of current criminal history record (www.criminalcbs.com) dated no more than sixty (60) days prior to the date of application.
Copy of a valid driver’s license or state issued photo identification.

CHECKLIST FOR BADGE HOLDER:

- _____ Completed Application
- _____ Copy of a valid driver’s license or state issued photo identification.
- _____ Copy of current criminal history record (www.criminalcbs.com) dated no more than sixty (60) days prior to the date of application.
- _____ Current passport size photo in **electronic format**. (Close up, front view, plain **white** background)
- _____ \$10.00 badge fee (Non-refundable)
- _____ \$50.00 badge deposit (Refundable at expiration of the term of the badge or upon revocation or voluntary relinquishment)