



APPLICATION FOR:

Check One:
<input type="checkbox"/> MOBILE FOOD UNIT
<input type="checkbox"/> PUSHCART
<input type="checkbox"/> PEDDLER
<input type="checkbox"/> SOLICITOR
<input type="checkbox"/> TRANSIENT MERCHANT

Pushcart, Transient Merchants or Mobile Food Unit—Sell from truck, table, etc
Peddlers—Sell their merchandise on the spot
Solicitors—Take Orders for their merchandise

1. Full Name of Applicant: _____
2. List all additional last names ever used. (Alias names, maiden names, previous married names) _____
3. Address: _____
4. Phone: (____)_____ Height: _____ Weight _____
5. Place of Birth _____ Date of Birth ____/____/____
6. Eye Color: _____ Hair Color: _____ Gender: _____
7. Vehicle YR/Make/Model _____ License Plate# _____
8. Social Security ____ - ____ - ____ Drivers License: _____ ST _____
9. Name of Employer: _____
10. Employer Address: _____
11. Employer Phone: (____)_____ ext _____ Nature of Business: _____
12. Local address from which sales will be made _____
13. Length of time to sell goods: _____
14. Description of goods to be sold: _____
15. Have you ever been convicted of any crime, misdemeanor, or violation of any municipal ordinance, other than a traffic violation? _____ If yes, list the nature of the offense and the penalty imposed: _____
16. If employer is a corporation, the state of its incorporation whether it is authorized to do business in Iowa, and evidence that the corporation has designated a resident agent in the city upon whom legal service may be made and that corporation will be responsible for the acts of its employees in the city. _____

17. List the immediate preceding three municipalities where applicant carried on business immediately preceding date of application and the addresses from which such business was conducted in those cities:

Name of City	Addresses	Dates

18. As part of this application, each applicant shall provide an Iowa Criminal History which shall be dated within one year of the application and shall be provided at the sole expense of the applicant. If a new applicant resides outside of Iowa anytime in the five years before applying, the person must also obtain, at his or her own expense, a copy of his or her current criminal history and a certified copy of his or her driving record from each state of residency during the prior five years.

SURETY BOND— Applicant shall file with the City Clerk a surety bond in the amount of \$1,000 conditioned that the applicant shall comply fully with all ordinances of the City and laws of Iowa regulating: MOBILE FOOD UNIT, PUSHCART, PEDDLERS, SOLICITORS, AND TRANSIENT MERCHANTS, and guaranteeing to any resident of the City that all money paid will be accounted for and applied according to the representation of the licensee, and said bond to continue in force as to such surety for not less than one year from the date of execution of such agreement. Action on such bond may be brought by the person aggrieved and for whose benefit, among others, the bond is given.

FEES— Peddlers, Solicitors and Transient Merchants \$30.00 per day, \$50.00 per week, \$100.00 up to six months, \$250.00 for six months to one year.

Signature of Applicant

Date

For Office Use: _____ Application Processed	_____ Surety Bond Received and Verified
_____ Out of State Background Check Supplied	
_____ Background Check Complete (Johnson County/Iowa)	Fees Received _____
_____ Permit Issued and Date Issued _____	___ Cash ___ Check(# _____) ___ CC
	___ Money Order(# _____)
	Date _____
_____ City Official	



STATE OF IOWA

Criminal History Record Check Request Form



DCI Account Number: _____
(if applicable)

To: Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
 215 E. 7th Street
 Des Moines, Iowa 50319
 (515) 725-6066
 (515) 725-6080 Fax

From: _____

Phone: _____

Fax: _____

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)	Social Security Number (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: _____

<u>Iowa Criminal History Record Check Results</u>	(DCI use only)
As of _____, a search of the provided name and date of birth revealed:	
<input type="checkbox"/> No Iowa Criminal History Record found with DCI	
<input type="checkbox"/> Iowa Criminal History Record attached, DCI # _____	
DCI initials _____	

Waiver Information:

Iowa law does ***not*** require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, ***without*** a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the “No Iowa Criminal History Record found with DCI” box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

General Information:

The information requested is based on ***name*** and ***exact date of birth only***. Without fingerprints, a ***positive*** identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) ***only***. The DCI files do not include other states’ records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a ***deferred judgment*** ***is not*** considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A ***deferred sentence*** ***is*** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

REMINDER - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed Billing Form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees’ record checks.