

Any Convictions of Crime other than Vehicle Code Violations: Yes No

Cathedral City Business License Number: _____

SUBMITTAL REQUIREMENTS:

- Live Scan
- Business License
- Copy of Handbills
- 2" x 2" Photo of Applicant taken within the past year
- Application Fee of \$140
- Sample Handbill
- Completed Application

DETERMINATION OF APPLICATION (Staff Use Only)

ACTION TAKEN: APPROVED
 DENIED

If denied, provide reasons:

If approved, the following are Conditions of Approval:

The applicant shall return 48 hours after delivery and pick up any remaining fliers.
Handbills shall not be delivered before 8:00 AM or after 5:00 PM or on Sundays or Holidays.

Approved By: _____

Date: _____

Staff Comments: _____

Date/Time Received:	Received By:	Amount Received:	Receipt No(s):
---------------------	--------------	------------------	----------------

LIVE SCAN INSTRUCTIONS

In order to complete your application, you are required to be fingerprinted. Even if you have been fingerprinted before, this is the process for required background investigations. The Live Scan process is painless and involves no ink. Your fingerprints are scanned into a computer and then sent directly to the Department of Justice (DOJ) via a secured network. This process speeds up permit approval time.

Live Scans may be obtained at the following locations:

Riverside Sheriff Department
73705 Gerald Ford
Palm Desert
(760) 836-1600

UPS Store
67782 East Palm Canyon (Hwy 111)
Cathedral City in the Target Shopping Center
(760) 321-0703

What is required: You will need a live scan form with a valid ORI and Mail Code Number (which is included in your application packet).

Fee: Please contact the locations directly for Live Scan fee.

Revised May 2014

