

Guidelines for Vendors In Arlington County

Step 1: Vendor's Permit

To apply for a **vendor's permit**, one must first appear in person at the **Courts, Licensing & Compliance Office** of the Police Department on Wednesday or Thursday by 2:00 pm. The address is **1425 Courthouse Road, 2nd Floor**, Police Department Records Office.

One must bring and provide the following documents:

- Completed application
- A valid Government ID
- If you are selling food, a copy of your food managers certificate food vendors health license

A vendor's permit is necessary for each employee of the vendor who conducts sales. This permit is issued through the **Courts, Licensing & Compliance Office** of the Police Department and **costs \$20 per permit**. **Contact the Courts, Licensing & Compliance Office at (703) 228-4292 for further information.**

****Food vendors:** Please refer to the section "Special Requirements for Food Vendors" on the next page for additional requirements.

Step 2: Vendor's Tag

Applicants must then go to the Commissioner of Revenue (COR), **2100 Clarendon Blvd, Suite 200**, Arlington, VA. Before vendors may sell goods or services in Arlington County, registration is required with the COR. The vendor's tag, which is issued by the Commissioner of Revenue **costs \$500** and is issued in the name of the business owner. You may contact the Office of The Commissioner of Revenue at (703) 228-3060 for further information.

Note: Proof of Virginia retail sales tax registration and the retail sales tax number issued, if applicable, shall be shown to the Commissioner of Revenue.

Step 3: Payment of Fees

Applicants must go to the Treasurer's Office to pay the above fees required by the Police Department and the Commissioner of Revenue. The Treasurer's Office is located on the same building and floor as the COR, in Suite 201 (2100 Clarendon Blvd).

Step 4: Fingerprints

The next step in the vendor process is fingerprinting conducted by the Arlington County Sheriff's Office.

The applicant will return to 1425 N. Courthouse Road and proceed to the 9th floor Suite 9100. Please check with the Arlington County Sheriff's Office for current times, <https://www.arlingtonva.us/Government/Departments/Sheriffs-Office>

Every potential vendor must be fingerprinted by the Sheriff's Office.

There is a **\$15 fee** for this service which must be paid in cash.

Step 5: Vendor's License

After completing the above steps, applicants will **return to the Courts, Licensing & Compliance Office** located on the 2nd floor of 1425 N. Courthouse Rd.

After the applicant shows proof of completing the above steps, they will be issued a Vendor's License.

****All vendor permits expire on February 28th of each year****

Reminder: No cell phones or electronic devices are allowed into the Courthouse Building and the Police Department. Please allow time to pass through security to be assured you will arrive on time.



Arlington County Police Department
 1425 North Courthouse Road
 Arlington Virginia 22201

Application for Permit to Peddle, Solicit, or Canvass

APPLICANT INFORMATION SECTION							
LAST NAME			FIRST NAME			MIDDLE INITIAL	
HOME ADDRESS				CITY		STATE	ZIP CODE
APARTMENT NUMBER		PHONE NUMBER			EMAIL ADDRESS		
DATE OF BIRTH				SOCIAL SECURITY NUMBER			
RACE	SEX	WEIGHT	HEIGHT	EYE COLOR	HAIR COLOR		
1) Have you ever been convicted of a Felony or Misdemeanor crime?						YES	NO
If yes to question 1, explain here:							
BUSINESS & VEHICLE INFORMATION SECTION							
Firm Name or Self Employed				Type of Business			
Address of Firm				Business License Number			
Fire Marshall Permit Number				Food Handler's Permit Number			
Peddler, Solicitor, or Canvasser				Nature of product or service to be sold			
Method of delivery of goods				Vehicle Make			
Vehicle Model				Vehicle Year			
Vehicle Color				Vehicle License Plate Number			
License plate state				Insurance Company & Policy Number			

REFERENCES SECTION
Please list two references

1) Full Name:	Relationship:
Address	Phone Number:
City	State & Zip Code
2) Full Name:	Relationship:
Address	Phone Number:
City	State & Zip Code

DISCLAIMER AND SIGNATURE

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to the issuance of a permit, I understand that false or misleading information in my application may result in my denial or cancellation of this permit.*

Signature:	Date:
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