



BEXLEY POLICE DEPARTMENT
559 N. CASSINGHAM ROAD
BEXLEY, OHIO 43209
614.559.4444

CITY OF BEXLEY SOLICITOR'S LICENSE INFORMATION

Each applicant must apply in person and present the required fees and information. The following steps must be followed:

Step 1: Complete a Solicitor's License Application at the Bexley Police Department.

The application requires all information on the application be completed. Failure to complete the application may result in a delay or denial of the permit.

Each individual must show a valid driver's license or state ID.

The fee of \$25.00 is due at the time of application and is non-refundable. The is required for each applicant.

Email your headshot photo to ynguyen@bexley.org. If you are unable to do so, you must schedule an appointment with the department to have your photo taken.

Step 2: Schedule an appointment to have your fingerprints taken.

Schedule an appointment with one of the companies listed on the Ohio Attorney General's web-site:
<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>.
If you are unable to download this information please contact the Ohio Attorney General's Office at 800-282-0515 or 614-466-4986.

Give the attached form to the company completing your background check. This will ensure that the Bexley Police Department will receive your fingerprint results.

NOTE: If your permanent address is not in the State of you must also have a National background check completed.

Step 3: The Bexley Police Department will contact you.

The Bexley Police Department will contact you to let you know if your application is approved. This process may take 7-14 business after your background check results have been received.

If you have not heard from us after 14 business days, please call 614-559-4444 to check the status of your application.

The Bexley Police Department will furnish each approved applicant with a Solicitor's permit. The permit must be worn conspicuously on the outer garment of the bearer, in plain view. The permit will be valid through December 31st of the calendar year in which it was received.

If you have any questions, please call 614- 559-4444.