



Office of the Mayor

Christina M. Muryn

318 Dorney Plaza, Room 310

Findlay, OH 45840

Telephone: 419-424-7137 • Fax: 419-424-7245

www.findlayohio.com

SOLICITOR LICENSE PROCEDURE

Application/ Background Check/Fingerprinting

- Pick-up application in Police Administration, Room 116 (1st floor)
- Complete application and leave with Officer Brian White in Crime Prevention, Room 116, 419-424-7282
- Have **BCI&I** background check/fingerprinting done at one of the Agencies listed below
 - o Hancock County Sheriff's Office – 200 W. Crawford St. 419-424-7235
 - o Ohio BMV of Hancock County – 8210 CR 140 419-425-3313
 - o Owens Community College (Findlay) – 3200 Bright Rd. 567-429-3180

RESULTS NEED TO BE SENT TO:

**FINDLAY POLICE DEPARTMENT
ATTN: OFFICER BRIAN WHITE
318 DORNEY PLAZA, ROOM 116
FINDLAY, OH 45840
PHONE: 419-424-7282**

Results of Background Check/Fingerprinting

- Results received by Officer Brian White, normally between 1 and 4 weeks
- Application and results submitted to Safety Director Paul Schmelzer, for approval
- Applicant will be notified by the Mayor's Office of approval

Issue Solicitor License

- Applicant pays \$5 for license and \$5 for photo ID badge in the Mayor's Office, Room 310 (3rd floor), 419-424-7137
- Receipt issued
- License valid until end of the calendar year
- Renewal of license (without new background check) allowed for next calendar year only

Issue Solicitor Photo ID Badge

- ID Badges are printed by appointment at the Police Administration office, Room 116, on the following days and times: Monday 8-11 am; Wednesday 1-3pm; Friday 8-11am. Call Beth Crusa at 419-424-7467 to make an appointment.
- Bring receipt and Solicitor's License from Mayor's Office with you.
- Solicitor must have photo ID badge visible at all times while conducting business within Findlay.

Copies of Solicitor License

- Copy and distribute each new license to the Crime Prevention Division and Police Dispatch.