



LANCASTER BUREAU OF POLICE



Checklist for Vendor & Peddler Permits

VENDOR & PEDDLER PERMIT

- Complete Application for Vendors & Peddlers Permit
- Must Be Notarized, Signed & Dated
- Signed And Dated
- Include Certified Check/Money Order made payable to "Lancaster City Bureau of Police"
(Fee based on Vendor Classification **\$25-\$75**)
- Copy of your Driver's License
- 2 Passport Photo's

PA CHILD ABUSE HISTORY CLEARANCE

- Complete Section 1 of Child Abuse Clearance
(Can Be Completed Online - <https://www.compass.state.pa.us/CWIS>)
- Complete Consent/Release Form for PA Child Abuse History Clearance
- Include Certified Check or Money Order in the amount of **\$8**
Made payable to "Department of Public Welfare"
- Mail completed forms and payment to:
CHILD LINE AND ABUSE REGISTRY
DEPARTMENT OF WELFARE
PO BOX 8170
HARRISBURG PA 17105-8170

PENNSYLVANIA STATE POLICE REQUEST FOR CRIMINAL RECORD CHECK

- Complete Background Check Application
(Can Be Completed Online - <https://epatch.state.pa.us>)
- Included Certified check/Money Order in the amount of **\$8**
Made payable to "Commonwealth of Pennsylvania"
- Mail Completed form and payment to:
PSP CENTRAL REPOSITORY -164
1800 ELMERTON AVE
HARRISBURG , PA 17110-9758

COVER LETTER/FBI CLEARANCE

- Complete Cover Letter (Mail with Finger Print Cards)
- Include Completed Finger Print cards (Can be taken at your local police station)
- Include Money Order in the amount of **\$18**
Made payable to: "Treasury of the United States"
- Mail Completed form and payment to:
FBI CJIS DIVISION –RECORD REQUEST
1000 CUSTER HOLLOW RD
CLARKSBURG, WV 26306

**IF YOU HAVE ANY QUESTIONS OR CONCERNS YOU MAY CONTACT
ROBIN BROWN AT (717) 735-3383**