

Vendor Permit – Applicant Process

Dear Applicant,

In an effort to streamline and simplify the process of applying for a Vendor Permit we are implementing a system in which applications can be submitted via email. The Vendor Applicant link has a 1 page document that contains the following information,

- Name of applicant (i.e. personal information)
- Type of Vendor Permit (Initial, Renewal, Amendment, Roaming, Stationary)
- Section for Oxnard Police Department use ONLY
- Short questionnaire and selection of length of business tax certificate
- City of Oxnard Sec. 11-46 & 47 (outlines requirements as well as reasons for denial)
- Credit Card Authorization Form

All applications must be fully completed and accompanied with a passport style color photo of the applicant. Please follow the steps outlined below to ensure your application can be completed in a timely manner.

- 1) Live Scan Required for New Applicants Only
- 2) Carefully read and complete all applicable sections of the form attached.
 - a. If Food Vendor, must provide valid Ventura County Health Permit for vehicle being used by applicant
- 3) Must upload a government issued I.D. and a passport style photo with completed application.
- 4) Complete Credit Card Authorization (CCA) form, <u>leaving Credit Card number</u>, <u>expiration date</u>, and 3 digit security number blank.
 - a. This information will be obtained via phone by a licensing team member using the phone number provided for the contact person on the CCA form.
 - b. The Vendor Permit **Fee is \$125.00** each new application and **\$80.00** for each renewal.
- 5) Email all fully completed forms to <u>LicensingLiveScan@oxnard.org</u>

<u>Note</u>: Applicants submitting incomplete applications will be notified of the needed corrections. No application will be processed until all required information is provided.

Once approval is obtained by the Oxnard Police Department, approved applicants will be notified.

If you have any questions or concerns regarding the process please contact our office, telephone: (805) 385-7817 or email: LicensingLiveScan@oxnard.org

Department of Billing and Licensing