



City Clerk's Office
 MOBILE SALES UNIT LICENSE
 Application

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.

Applicant:		File #:
Date complete application received:		Date license issued or denied:
Applicant	APPLICATION REQUIREMENTS:	Staff
	Completed Mobile Sales Unit License Application including a signed Idaho State Police Privacy Act Statement	
	Copy of valid driver's license or government issued identification card	
	Two — 2"x2" photographs of applicant	
	Proof of insurance policy <ul style="list-style-type: none"> • Names City of Meridian as additional insured • \$500,000.00 per person bodily injury • \$500,000.00 per occurrence bodily injury • \$100,000.00 per occurrence property damage 	
	Proof of Motor Vehicle Insurance	
	Proof of Central District Health approval/permit (if applicable)	
	Application fee — \$82.50 (Includes \$41.50 ISP fee)	
	Fingerprints taken by Idaho State Police <ul style="list-style-type: none"> • City Clerk staff will provide applicant with fingerprint card to take to ISP upon completion of above requirements. 	
STAFF USE ONLY:		
	Meridian Police Department approval/background check	
	Meridian Attorney's Office approval	
	Meridian Park's Department approval	



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APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Applicant Address: _____

Driver's License number: _____ State: _____

Employer: _____ Phone: _____

Employer E-mail Address: _____

Employer Mailing Address: _____

Employer Physical Address: _____

Tax Identification Number: _____

Agent for service of process in Idaho (name, address and phone number): _____

List all infraction, misdemeanor or felony arrests/charges and dispositions (conviction, acquittal, or dismissal), including any probation violations and/or bail forfeitures: _____

DESCRIPTION OF OPERATIONS

Mobile Sales Unit will operate and/or travel within a park: Yes No

Dates, hours, and locations of operation: _____

Goods and services to be sold, traded, given away, offered, displayed, and/or delivered: _____

Form(s) of conveyance or transport to be used in operation, traveling, and/or sales: _____

Complete for any and all motor vehicles (attach additional pages if necessary):

License plate state and number	Make	Model	Color



Idaho State Police

Bureau of Criminal Identification



NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from the **City of Meridian** that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34). If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website. http://www.isp.idaho.gov/identification/crime_history/FrequentlyAskedQuestions-CriminalRepository.html.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

I do ___ do not ___ want a copy of the Privacy Act Statement.

Signature of Applicant

Date

700 S. Stratford Dr., Ste. 120
Meridian, ID 83642

Dec-11