



## POLICE DEPARTMENT

### Peddler's License Checklist

Welcome and congratulations on deciding to do business in the City limits of Greenville. To operate as a Peddler the following procedures must be accomplished:

\*A non-refundable application fee of \$60.00 must be paid at the Greenville Police Department Records Unit located inside the Police Department at 500 S. Greene St, Greenville, NC, 27834. Checks or money orders should be made payable to the City of Greenville. This fee is required for each application.

\*A copy of the Sales Tax Reporting Number issued by the North Carolina Department of Revenue for the business must be attached to the application.

\* An applicant is required to be photographed and fingerprinted in order to process the application. A money order in the amount of \$14.00 made payable to the City of Greenville must be submitted in order for the fingerprints to be processed.

\* Photographs – Two passport size quality photographs must be provided.

\* Fingerprinting – locally is available by appointment only at the two following locations:

a. Carolina Fingerprinting, <https://carolinafingerprinting.com> or phone# (877)334-4274. They are located within Postal Annex+ at the Bells Fork Square Shopping Center: 2120 E Fire Tower Rd #107

b. Pitt County Sheriff's Office by appointment only on Fridays 8:30 AM – 11:30 AM /1:00 PM – 4:30 PM for details how: <https://www.pittcountysheriff.com/fingerprinting>

All other fingerprint service providers are located outside of the Greenville/Pitt County area.

\*Once the application is submitted and the applicant is fingerprinted, the fingerprint cards are sent to the North Carolina State Bureau of Investigation for processing.

\*Paper copies of the Peddler's License Applications may be obtained from the Records Unit Monday-Friday, 9:00 AM until 4:30 PM or via the website [linked here](#).

\*The Greenville Police Department will conduct a records check to include NC DMV, NC AOC, and a NC Criminal History. If no disqualifying records are found, the Peddler's License will be issued pending results of the NC SBI Records check. If a disqualifying record is found through the NC SBI Records check, the holder of the permit will be contacted and the permit will be revoked.

\*When the Police Department's application process is complete, you will be notified and advised to pick up your permit.

Any questions relating to this application process should be directed to the Records Unit at (252) 329-4325.