



City of Olympia

OCCUPATIONAL PERMIT

APPLICATION PACKET

For the following Occupations:

For-Hire Driver
Locksmith
Solicitor

OMC 5.10
Effective March 28, 2012

Updated 11/06/17

Occupational Permits (OMC 5.10)

APPLICATION INSTRUCTIONS

Application Process

- Complete and sign the Occupational Permit Application form (in this packet). Be sure to complete the appropriate *Supplemental Information* section if you are applying for a Solicitor's Permit or a For-Hire Driver's Permit.
- You must submit a "New application" if any of the following apply to you:
 - You are applying for a permit for the first time; *or*
 - You had a permit in previous years but did not have one last year; *or*
 - You had a permit last year but it was suspended or revoked during the year.

If you are required to submit a "New application," check the "New Permit" box on the application form.

If you are submitting a "New" application, you must complete all information requested on the application form.

- You qualify to submit a "Renewal application" if the following applies to you:
 - You had a permit issued by the City *last year* for the same occupation that you're applying for this year.

If you are eligible to submit a "Renewal application" check the "Renewal" box on the application form and enter your permit number from last year (if you had a numbered permit).

If you are submitting a "Renewal" application, you must complete all information marked with a star (*) and complete the other information requested on the application form only if it has changed since you submitted your prior application.

- All new applicants must get fingerprints taken by Olympia PD. Renewal applicants must be fingerprinted once every three (3) years. Fingerprinting must be completed before your application will be processed.

Olympia PD will fingerprint you at the station after completing the packet and paying the fee.

- Get two passport type/size photographs taken (or have a similar size/type digital photo taken in .jpg format).

- Digital photos should be emailed to: olympiapolice@ci.olympia.wa.us Mark your email to the attention of "Occupational Permits" and be sure to include your name and the type of permit for which you're applying.
- For-hire driver/operator applicants must submit a copy of their complete driving record. This record may be obtained from the Department of Licensing and will require the payment of a fee. This requirement applies only to for-hire vehicle driver/operator permit applicants.
- The current annual fee for new Occupational Permits is \$70.00 per year or any portion thereof. (\$30.00 permit fee; \$35.25 WSP/FBI record check fee; \$4.75 fingerprinting fee). The fee for renewal permits is \$30.00 in a year when you are not required to be fingerprinted, and \$70.00 in a year when you are required to be fingerprinted.
- If you bring your application materials to the Police Department service counter to turn them in, you can pay your permit fee by check, cash or money order at the service counter. If you submit your application materials by mail, enclose a check or money order for the amount of the permit fee. Make checks or money orders payable to the City of Olympia. If you pay by check, be aware that your permit will not be released to you until your check clears.

Review and Issuance Process

- The Police Department will review your application and determine if you are eligible for the Occupational Permit for which you have applied. Normally, that process takes about ten (10) working days, but it may take longer, depending on when the City receives criminal record data from the Washington State Patrol.
- You will be contacted when a decision has been made on your permit. If you are approved, you must come to the Police Department in person to pick up your permit card. To assure that permit cards are actually received by the person to whom they are issued, we check the photo on the permit with the person picking up the card at the time we release the card. For your protection, we do not mail out permit cards or release them to third parties. If you are denied, you will be told the reason(s) for the denial and the process you may use to appeal the decision, if applicable.
- If your permit is denied for any reason, you will be refunded your permit fee of \$30. The background check and fingerprinting fees are non-refundable.
- You may request a copy of the criminal history record check data that was used in determining your fitness for a permit by checking the box in the "CERTIFICATION" section of the application. If you request this data, you will receive a copy at the time you pick up your permit. If your permit is denied and you requested a copy of your criminal history data, you will need to pick up your copy in person at the OPD service desk within ten (10) working days of the time you receive your denial notice. The City destroys this data after a decision has been made to issue or deny a permit, so, unless you request a copy at the time you submit your application, we will not be able to provide you with a copy of your criminal history.

Updated 11/06/17

Things to Know About Your Permit

- Permits are good for the calendar year of issue only. It is your responsibility to get a new permit each year. *No reminders or renewal notices are sent out.* You can apply for following year permits any time after October 1. Plan ahead to get a new permit well before the start of each new year.
- There is no grace period for getting a new permit. Current year permits expire at midnight on December 31, and you cannot lawfully engage in a permitted occupation after that time until you have your new year's permit in hand.
- Permit fees are for the calendar year of issue (or any part thereof). Fees are not prorated.
- Occupational permits are not business licenses. It is your responsibility either to have an appropriate, valid business license yourself, if required, or to be working under a valid business license issued to your employer.
- Some occupational permits have specific rules and regulations pertaining to how and when they can be used. It is your responsibility to be familiar with the rules and regulations that apply to your permit type. [see OMC Chapter 5.10]
- Occupational permits may be suspended (i.e., taken away temporarily) or revoked (i.e., taken away permanently). It is your responsibility to make sure you know the conditions that can lead to those actions. [see OMC Chapter 5.10]
- Finally, misuse of Occupational Permits can result in civil and/or criminal liability. Be sure to follow the rules, regulations and requirements in the Olympia Municipal Code. [see OMC Chapter 5.10]

City of Olympia

OCCUPATIONAL PERMIT APPLICATION

New Permit Renewal Year Permit First Issued _____

I hereby request a permit to work in the following business, trade or occupation in accordance with all laws and/or ordinances governing such business, trade or occupation in the City of Olympia.

IMPORTANT: For new permits, complete all requested fields. For renewals, complete those fields marked with a star (*) plus any other fields containing information that has *changed* since your last application was submitted.

*PERMIT TYPE (Check one) For-Hire Driver Locksmith Solicitor

APPLICANT INFORMATION

*Full Legal Name:

(F/M/L) _____

Other Name(s) Used: (If additional space is needed, use the back of this page)

(F/M/L) _____

(F/M/L) _____

Sex _____ *Date of Birth _____ *Age _____ SS# _____

*Height _____ *Weight _____ *Hair Color _____ *Eye Color _____

Place of Birth _____

Have you ever had an occupational permit suspended or revoked? Yes No

If, "yes," when and where? _____

HOME ADDRESS (Do not use a P.O. Box for your street address, please)

*Street _____ *City _____ *State _____

*ZIP _____ *Phone _____ Cell _____

*Mailing address (same) _____

*email _____

OTHER RECENT RESIDENCES

List all other states and cities where you have lived in the past five (5) years.

	State	City	From (month/year)	To (month/year)
1				
2				
3				
4				
5				

BUSINESS INFORMATION *(the business that is related to this permit)*

*Business Name _____

Business Owner/CEO _____ Applicant

Street _____ City _____ State _____

ZIP _____ Phone _____ Cell _____

email _____ Olympia Business License # _____

EMPLOYMENT HISTORY

Including your current employment, list the jobs you've held during the past five (5) years.

	Job Title	Employer	City/State	From/To
1				
2				
3				
4				
5				

***CRIMINAL HISTORY** *(Self-disclosure)*

In the past five (5) years, have you been convicted of any of the following offenses:

	Offense Type	Yes	No
1	Any felony		
2	Larceny/theft/vehicle prowling		
3	Domestic violence		
4	Fraud/Identity theft		
5	Any drug-related crime		
6	Any sex offense		
7	Any crime against children or vulnerable adults		

*Year Last Fingerprinted _____

NOTE: Renewal applicants must be fingerprinted once every three (3) years.

If you are applying for a Solicitor's Permit or a For-Hire Driver's Permit, complete the appropriate Supplemental Information section that follows.

For any other type of permit, skip to the "Application Document Checklist" section.

SUPPLEMENTAL INFORMATION – SOLICITOR PERMIT APPLICANTS ONLY

OMC 05.10.200 Qualifications

1. Briefly describe the products or services for which you will be soliciting.

2. Please list all vehicles you will be using in your business. *(Use the back of this form for additional vehicles, if necessary)*

	Vehicle 1	Vehicle 2
Year		
Make		
Model		
Color		
Plate#		
State		
Owner		

	Vehicle 3	Vehicle 4
Year		
Make		
Model		
Color		

Plate#		
State		
Owner		

SUPPLEMENTAL INFORMATION – FOR-HIRE DRIVER PERMIT APPLICANTS ONLY

OMC 05.10.100 Qualifications *(self disclosure)*

Qualification		Yes	No
1	Have you had a valid Driver's License for the past two years?		
1a	If yes, in what state(s)?		
2	Are you 18 years old?		
3	Do you have any physical or mental infirmities that may affect your driving? (OMC 5.68.130)		
4	Have you been convicted of three (3) or more moving violations during any one (1) year period in the past five (5) years?		
5	In the past five (5) years, have you been convicted of operating a motor vehicle while under the influence of alcohol or drugs?		
6	In the past five (5) years, have you been convicted of having physical control of a motor vehicle while under the influence of alcohol or drugs?		
7	In the past five (5) years, have you been convicted of negligent driving or reckless operation of a motor vehicle?		
8	In the past five (5) years, have you been convicted of vehicular homicide or assault with a motor vehicle?		

Fees paid: Permit # _____ Base fee refunded: Date _____

Permit ID completed Applicant notified By _____ Date _____

Permit fee only (non-fingerprint renewal)

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must provide to the applicant written notification¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials must ensure that an applicant receives, and acknowledges receipt of, an adequate Privacy Act Statement when the applicant submits his/her fingerprints and associated personal information.²
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the employment, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34.
- Officials should not deny the employment, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).