

## CHECKLIST

### PRIVATELY CONTROLLED PROPERTY VENDING PROGRAM

The following documents **MUST** accompany your application before it can be processed:

- Current Picture I.D. (Texas Driver's License or Texas Department of Public Safety I.D.)
  
- Application for Vending Permit (completed and signed)
  
- State of Texas Sales Tax and Use Permit Number Permit Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_
  
- Proof of request for the following criminal background investigations through San Antonio Police Department records division. **Only valid for one year of date of issuance.**
  - Local – Clearance Letter-Cash (\$25.00) Expiration Date: \_\_\_\_\_
  - State – Money order receipt-(\$15.00)
  - Federal – Money order receipt-(\$18.00)
  
- Affidavit, if vending on privately controlled property (completed and signed)
  
- List of products or services to be vended, including manufacturing information  
(This may include photos)

Please call 207-2725 if you need assistance in completing this application. If you wish to speak to someone in person regarding the application, please visit the Downtown Operations Department Office located at 202 E. Nueva, Monday – Friday between the hours of 8:00 am and 4:00 pm.

**Note: Incomplete applications will not be accepted.**

**SE HABLA ESPAÑOL**