

## CHECKLIST

### DOWNTOWN MOBILE FOOD ASSOCIATE VENDOR

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)
  
- Primary vendor request for associate vendor      Expiration Date: \_\_\_\_\_  
(Written and signed letter)
  
- Proof of request for the following criminal background investigations through San Antonio Police Department records division.
  - Local – Clearance Letter-      \$62.00      Expiration Date: \_\_\_\_\_
  - State – Receipt       Minor
  - Federal – Receipt

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 400 N. St. Mary's, Monday – Friday between the hours of 8:00 am and 4:00 pm.

**Note: Appointment is required to submit application.  
Incomplete applications will not be accepted.**

**SE HABLA ESPAÑOL**