CHECKLIST

DOWNTOWN MOBILE FOOD 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 Date Verified: _____
- ☐ Proof of Current Health Permit Expiration Date: _____
- ☐ Color photo of cart (Front & Back)
- ☐ Certificate of Insurance for Individuals Vending (City of San Antonio as additionally insured) Expiration Date: _____
- ☐ Letter of Insurability (Annual Lottery Applicants)
- ☐ Signed Rules and Regulations
- ☐ Proof of request for criminal background investigations through S. A. Police Dept. records division.
  - ☐ Local Clearance Letter- ($25.00) Money Order Expiration Date: _____
  - ☐ Federal – ($14.75) Money order receipt made to US Department of Treasury
- ☐ Proof of request for criminal background investigation through Morpho Trust. Call (888)467-2080 for appointments or questions. Appointment can be made on line at www.indentogo.com.
  - ☐ State – ($25.00) Money order receipt made to Morpho Trust.

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.