Solicitors Permit Application Guide

To complete an application for a Permit or Permit Renewal, you must complete all steps:
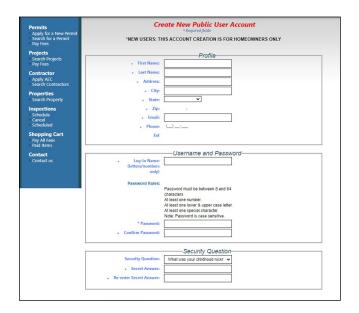
1. Fill out an Application form: available online at https://www.rocklin.ca.us/peddler-solicitor-vendor-permit

2. Please include the following to upload with your application:
   • Current Business License or a statement setting forth the facts supporting a claim that the applicant's proposed soliciting does not require a business license
   • Recognized Government-Issued Photographic ID

3. Start an application through our online eTRAKiT portal

4. Upload the Application form and attachments to the portal

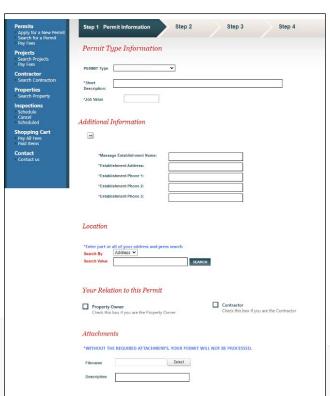5. Complete all remaining steps on the eTRAKiT portal

Step-By Step eTRAKiT Tutorial

1. Download the appropriate application:
   https://www.rocklin.ca.us/get-permit

2. Complete all fields in the application

3. Photograph/scan all necessary items

4. Set up a Public User Account on eTRAKiT:
   https://etrakit.rocklin.ca.us

5. Once logged in to your eTRAKiT account, select **Apply / New Permit**

6. Under **Permit Type**, select the type of permit

   you are applying for

7. Under **Short Description**, please add a description of your permit

8. Under **Job Value**, type $0

9. Under **Additional Information** please complete all fields

10. Under **Location**, find your business address using the search functions

11. Under **Your Relation to this Permit**, check both **Property Owner** and **Contractor**

12. Under **Attachments**, upload your completed Permit Application form and all scanned additional items (from Step 3)
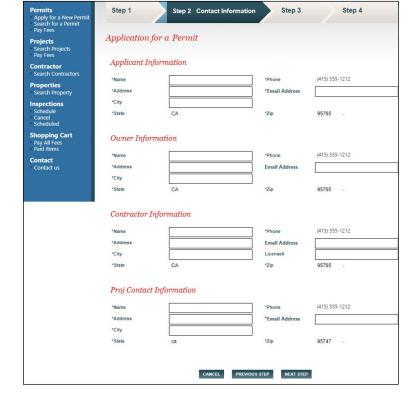
13. Click **Next Step**

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Permit Application Guide

14. For this step, all information here should be identical, since you are considered both the Owner and Contractor:
    - **Applicant Information**
    - **Owner Information**
    - **Contractor Information**
    - **Project Contact Information**

15. Click **Next Step**

16. Click the **Pay Now** button to process the application fee

17. You will receive a confirmation email and the Police Records Department will begin renewing your application

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