



CITY OF SALEM
PERMIT APPLICATION CENTER
555 LIBERTY STREET SE
ROOM 320
SALEM, OR 97301
503-588-6256

LICENSE APPLICANT ADVISORY
Revised 7-17-14

The license you are applying for requires an investigation as described in the Salem Revised Code (SRC) 30.050(b) “shall conduct such investigation as the Director deems necessary to determine whether the applicant meets the qualifications for the license and whether statements made in the application are true. “ If you have an out of state arrest(s) and/or conviction(s) you may be asked to provide the City with your FBI Identification Record. This cost is not included in the application fee and will extend the time to process your application.

Accuracy and honesty are of extreme importance in the completion of the application process. Failure to fill out the application completely or provide all information required or requested will delay the application process. If there are questionable aspects of your life, such as having a license revoked or a criminal record, list the offense, the date and the arresting agency. These items, if they exist, will be evaluated objectively and do not necessarily mean your application will be denied. All answers and statements provided in connection with the application process are subject to verification. Dishonesty or intentionally omitting certain items may be cause for denial **or revocation** of the license 30.060.

During the time required to process your license, you may receive training in the vocation subject or your license (example: sales training). **You cannot perform the duties for which you have applied until your license has been issued.**

Upon request, the licensee shall show the license to any person with whom the licensee is dealing as part of the licensed activity or to any police officer or code compliance officer employed by the City. (SRC 30.040)

PERSONAL HISTORY WAIVER

This is to authorize the release to the Salem Police Department or other agency authorized to conduct their application investigation, all information regarding my past employment, business, and character history whether same is of record or not, and release this organization and all persons whomsoever from any charge because of furnishing said information.

Print name

Signature

Date