

**Requirements:**

One Photograph Issued by the City Clerk's Office at time of application  
Fingerprints by Hobbs Police Department  
Background Check by Hobbs Police Department

**Instructions:**

Present **completed** application (Notarized) and photo to Police Department for fingerprinting and approval. Fingerprinting is conducted at the Hobbs Police Department, ***by appointment only***, 300 North Turner, Hobbs, New Mexico, 88240. Once approved by the Police Department, bring the approved application to the City Clerk's Office, 200 East Broadway, Hobbs, New Mexico, 88240, for issuance of license. License fee is \$25 and license expires December 31 of each year. **PLEASE PRINT LEGIBLY.**

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**Step-by-Step Solicitors License Instructions:**

1. Complete the Solicitor's License Application Form (must be fully completed/dated/notarized – must be signed in presence of notary public. Notary services are available at City Hall with photo identification.) Bring completed application to the Clerk's Office and obtain a photo to take to the Hobbs Police Dept.
2. Take Application and photograph issued by the City Clerk's Office to Hobbs Police Department at time of appointment.
  - a. Each solicitor will need a fully completed, notarized Solicitor's License Application
  - b. At HPD, each solicitor will need to sign 2 HPD forms: a Fingerprint Release Form and a Consent to Background Check Form.
  - c. A fee of \$15 is charged for each applicant.
  - d. Large groups take extra processing time. It takes approximately 15 – 20 minutes per solicitor.
  - e. Once the application is approved, the Police Chief or his designee will sign the approval on the back of the Application form.
3. Bring the original, signed, approved Application Form to the City Clerk's Office.
4. Each individual license must be prepared by the Clerk's Office. It takes approximately 15 – 20 minutes per solicitor for preparation and processing. If more than 3 solicitors are present, the group will be asked to leave the applications and return within one to two hours to pick up the prepared permits. If it is late in the business day after 4:00 p.m., applicants will be asked to return the next morning.
5. License fee is \$25 – payable by cash, check or credit card.
6. Sales ARE NOT permitted until each solicitor has obtained their required permit. No exceptions.
7. Each solicitor must visibly display a valid permit while sales are conducted.