

Vendor Permit – Applicant Process

Dear Applicant,

In an effort to streamline and simplify the process of applying for a Vendor Permit we are implementing a system in which applications can be submitted via email. The Vendor Applicant link has a 1 page document that contains the following information,

- Name of applicant (i.e. personal information)
- Type of Vendor Permit (Initial, Renewal, Amendment, Roaming, Stationary)
- Section for Oxnard Police Department use ONLY
- Short questionnaire and selection of length of business tax certificate
- City of Oxnard Sec. 11-46 & 47 (outlines requirements as well as reasons for denial)
- Credit Card Authorization Form

All applications must be fully completed and accompanied with a passport style color photo of the applicant. Please follow the steps outlined below to ensure your application can be completed in a timely manner.

- 1) Live Scan Required for **New Applicants Only**
- 2) Carefully read and complete all applicable sections of the form attached.
 - a. If Food Vendor, must provide valid Ventura County Health Permit for vehicle being used by applicant
- 3) Must upload a government issued I.D. and a passport style photo with completed application.
- 4) Complete Credit Card Authorization (CCA) form, **leaving Credit Card number, expiration date, and 3 digit security number blank.**
 - a. This information will be obtained via phone by a licensing team member using the phone number provided for the contact person on the CCA form.
 - b. The Vendor Permit **Fee is \$125.00** each new application and **\$80.00** for each renewal.
- 5) Email all fully completed forms to LicensingLiveScan@oxnard.org

Note: Applicants submitting incomplete applications will be notified of the needed corrections. **No application will be processed until all required information is provided.**

Once approval is obtained by the Oxnard Police Department, approved applicants will be notified.

If you have any questions or concerns regarding the process please contact our office, telephone: (805) 385-7817 or email: LicensingLiveScan@oxnard.org

Department of Billing and Licensing