

  
**County of Collier**  
**CLERK OF THE CIRCUIT COURT & COMPTROLLER**

Crystal K. Kinzel  
Clerk of the Circuit  
Court & Comptroller

COLLIER COUNTY COURTHOUSE  
P.O. BOX 413044  
NAPLES, FLORIDA 34101-3044

Clerk of Courts  
Comptroller  
Accountant  
Auditor  
Custodian of County Funds

**HOME SOLICITATION SALE PERMIT INSTRUCTIONS**

The Clerk's office cannot construe the law as to who does or does not need a permit for Home Solicitation. If you are in doubt, please refer to the Florida Statutes Chapter 501.021 and 501.022 regarding Home Solicitation Permits. Florida Statutes can be found at [www.leg.state.fl.us](http://www.leg.state.fl.us). The permit is valid for one year.

Home Solicitation Permit Applications are taken from 8:00 am to 5:00 pm, Monday through Friday at the Recording Department customer service counter on the 2<sup>nd</sup> floor of the Courthouse Annex building at 3315 Tamiami Trl E, Naples FL 34112.

1. Applications can be completed and printed from [www.collierclerk.com](http://www.collierclerk.com) or completed in our office. The applicant must appear in person to attest to and sign the application in front of a Deputy Clerk. He or she will need to bring their valid Driver's license, or other valid state-issued photo ID, and a non-refundable \$75.00 processing fee, payable by cash or check to the Clerk of the Circuit Court.
2. Applicant must be fingerprinted (scanned electronically) at the Naples City Police Department, 239-213-4843.

Naples Police Department does fingerprinting Monday-Friday, 9:00 am to 5:00 pm (no appointment needed). They charge a fingerprint fee of \$15.00 for City of Naples Residents and \$20.00 for non-City residents.

The Police Department will then submit your prints and information to Florida Department of Law Enforcement and the FBI for criminal background checks.

3. Payment for background checks are accepted by credit or debit card at <https://caps.fdle.state.fl.us>. The 16 digit alpha/numeric Transaction Control Number (TCN) received at the time of fingerprinting is required for payment. Online payment must be made within 30 days of date fingerprinted.
4. Shortly after receiving the online payment by FDLE, the background search results will be forwarded to the Clerk's office. If there is no reason for denial, the applicant will be contacted to pick up their laminated Permit ID Card.

Applicant will need to bring 2 recent passport quality photos for your ID card.