

Steps to Obtain a Peddler Permit and ID Badge in East Baton Rouge Parish:

1. Obtain "Right to Review" from Louisiana State Police (225) 925-4127:

<i>In Person:</i>	<i>By Mail (contact LSP for instructions)</i>
Louisiana State Police Bureau of Criminal Identification and Information 7919 Independence Boulevard Baton Rouge, LA 70806	Louisiana State Police Bureau of Criminal Identification and Information PO Box 66614 (Mail Slip A-6) Baton Rouge, LA 70896

<i>Documents needed:</i>	<i>Fees:</i>
Valid photo ID Properly executed forms – <u>Authorization Form</u> and <u>Rap Disclosure Form</u> *	\$36 payable by 2 money orders (\$10 and \$26) or \$36 plus transaction fee payable by credit or debit card

*Forms available online at: <http://www.lsp.org/technical.html#criminal>

2. Obtain Clearance Certificate from Baton Rouge City Constable's Office (225) 389-3004:

<i>Location:</i>	<i>Note: There may be a 3-5 day processing time to obtain the Clearance Certificate. Applicant will be photographed for a Peddler ID Badge and will be contacted when the Certificate is complete and sent to Finance-Revenue.</i>
233 St Louis St Basement Room 46 Baton Rouge, LA 70802	

<i>Documents Needed:</i>	<i>Fees:</i>
Valid photo ID "Right to Review" issued by Louisiana State Police Valid contact phone number for notification	\$15 clearance certificate and ID badge fee (payable at EBR Parish Finance Department – see below)

3. Obtain Peddler Permit from East Baton Rouge Parish Finance-Revenue (225) 389-3084:

<i>Location:</i>
222 St Louis St Room 404 Baton Rouge, LA 70802

<i>Documents Needed:</i>	<i>Fees:</i>
Valid photo ID Clearance Certificate issued by the City Constable's Office (Sent directly from Constable to Finance) Properly Executed Peddler Permit Application*	\$10 permit fee \$15 clearance certificate and ID badge fee (collected for Constable's Office – see above)

*Application Available Online at: <http://www.brgov.com/dept/finance/taxforms.htm>

4. Obtain Peddler ID Badge from Baton Rouge City Constable's Office (225) 389-3004:

<i>Location:</i>	<i>Note: There may be a 1-2 day processing time to obtain the Peddler ID Badge. Applicant will be contacted when the ID Badge is complete.</i>
233 St Louis St Basement Room 46 Baton Rouge, LA 70802	

<i>Documents Needed:</i>	<i>Fees:</i>
Valid photo ID Peddler Permit issued by EBR Parish Finance-Revenue	No additional fees are due