

SAN LUIS OBISPO POLICE DEPARTMENT NON-MOTOR DRIVEN VEHICLE PERMIT APPLICATION/RENEWAL

Application Process

1. Pick up application by paying the city permit processing fee in the amount of **\$114.45**.
2. Have your employer sign the application indicating their intention to hire you as a non-motor driven vehicle driver in the City of San Luis Obispo (Part 2 of the application).
3. Pay \$2 at the Finance Department at City Hall.
4. Take the "Request for Live Scan Service" form provided in the application packet and have your fingerprints done.
5. Bring the following items to the Police Department:
 - A. Receipt from the Finance Department
 - B. Completed Non-Motor Driven Vehicle Permit Application
 - C. Valid California driver's license
 - D. Two passport quality photographs of yourself taken within 30 days of application.
 - E. Copy of the "Request for Live Scan Service" form after fingerprints have been taken.

A permanent permit will be granted once the criminal history check through the Department of Justice is completed and disqualifying information is not located.

Yearly Review & Renewal

1. Pick up application by paying the city renewal permit processing fee in the amount of **\$57.22**.
2. Have your employer sign the application indicating their intention to hire you as a non-motor driven vehicle driver in the City of San Luis Obispo (Part 2 of the application).
3. Pay \$2 at the Finance Department at City Hall.
4. Bring in the following items to the Police Department:
 - A. Receipt from the Finance Department
 - B. Completed Non-Motor Driven Vehicle Permit Renewal Application
 - C. Valid California driver's license
 - D. Two passport quality photographs of yourself taken within 30 days of application.