

Tour Guide Application WILLIAMSBURG POLICE DEPARTMENT 425 ARMISTEAD AVENUE WILLIAMSBURG, VIRGINIA 23185

In accordance with City Ordinance Number 26-99, an applicant for a tour guide must:

- 1. Be a natural person at least 18 years of age; and
- 2. have a high school diploma or the equivalent thereof; and
- 3. pass a criminal history background check; and
- 4. if an applicant will act as a tour guide as an employee, show proof of employment by or an outstanding offer of employment from such employer; provide the employer's name, address and telephone number and provide proof that such employer holds a valid business license for such activity, if a business license is required under applicable laws and ordinances; or
- 5. if the applicant will operate as a sole proprietor, show that applicant holds a valid business license or has applied for a business license if a business license is required under applicable laws and ordinances; and
- 6. pay a \$25 non-refundable licensing fee to the City Finance Department, upon successful completion of application review and background check. Payments must be made in the form of cash, credit card, check, or money order.

This application must be signed and acknowledged in the presence of a Notary Public.

| Previous Names used | Dates u | sed (| Circumstances of Name Chang |
|---|----------------|-------------------------|-----------------------------|
| | | | |
| Age: Height: Weight: | Sex: Race | e: Eye Color: | Hair Color: |
| Place of Birth: | | | |
| Company: | Phone: | | |
| Are you legally eligible for employment | nt in the USA? | (Verification will be r | required). |
| Other Contact Information: | | | |
| Other Contest Information | | | |
| Home Phone: | Work Phone: | Cell Pho | ne: |
| E-Mail Address: | | | |
| Home Address: | | | |
| Last (Include Maiden Nat | | First | Middle |

| nployment during pr Street/Mailing Address | evious sixty (60) m City, State, Zip | | of Employment |
|---|---|----------------------|-----------------------|
| | | | of Employment |
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| | | | |
| | | | |
| EDUC | ATION | , | |
| ddress of Course of S | | Did You Graduate? | Diploma/ Degree |
| | | Yes No | |
| | | Yes No | |
| | | Yes No | |
| | | Completed | Completed Graduate? |

| pertaining to the possession, use, | • | y or a violation of any Federal, State or Munici ce? Yes No | pal Law |
|---|-----------------------------|--|---------|
| If yes, please explain: | | | |
| | | | |
| | | | |
| Within the past sixty (60) months, cheating, stealing)? Yes | • | misdemeanor involving moral turpitude (Lying explain below: | , |
| | | | |
| PERSONAL REFERENCES (Not Form | ner Employers or Relatives) | <u> </u> | |
| Name and Occupation | Address | Phone Number | |
| | | | |
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I hereby give my permission to contact the employers and references listed concerning my prior experience. I hereby authorize and consent the Chief of Police to perform a background/criminal history investigation of myself for purposes of determining my eligibility of obtaining the requested license. I also hereby acknowledge that the facts presented herein are true and correct to the best of my knowledge. I also acknowledge that I have signed the same before a Notary Public. I understand that making any false statements on this application may be grounds for denial of license hereunder.

| Signed | |
|---|--|
| State of | _ |
| City/County of | , to wit: |
| I,aforementioned declare that I personally know or v signed their name above. | , a Notary Public in the State and City/County was provided with sufficient identification of the individual who has |
| Signed before me this day of | |
| Notary Public | |
| Notary Seal | |
| My Commission Expires: | |
| Proof of a valid business license of exemption by the | he Williamsburg Commissioner of Revenue must be presented before |

license is issued.

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Tour guide examinations will be offered twice a month or by appointment. Test dates can be obtained by contacting Major Janderup at 757-220-6156. A syllabus of study materials are provided online or available for pickup at the police department.

Any questions concerning the completion or submission of this application should be directed to Major Don Janderup at 757-220-6156.

| For Office Use Only |
|---|
| Completed application received on: |
| Copy of Business License or Exemption Received on: Background/Criminal History performed on: Passed Failed Test - Yes No |
| Passed: Failed: |
| Fee paid on: |
| |