



GREENCASTLE POLICE DEPARTMENT

60 North Washington Street ★ GREENCASTLE, PENNSYLVANIA 17225 ★ Telephone: (717) 597-2161 ★ FAX: (717) 597-1022

Guidelines for Obtaining a Transient Permit in the Borough of Greencastle

NOTE: Permits will not be issued on the same day you submit your application.

Once an application, copy of driver's license, background check and non-refundable background investigation fee is paid, processing of an application can take up to 3 business days to be completed. You will be notified by phone when badges are ready for pick up.

INFORMATION NEEDED AT THE TIME OF APPLICATION (all information needed before the processing of the permit can begin)

BACKGROUND CHECKS

PA Residents – need to provide a copy of PA Criminal History response that been run within 90 days of the date you are requesting a permit.

Out of State Residents – need to provide a copy of Criminal History responses from **both** their home state and from PA. Both of which need to run within 90 days of the date you are requesting a permit.

- A copy of your driver's license
- 3 checks for the appropriate fees
 - A. Non-refundable background investigation fee for each individual
(Section A of the application) - **At the time of application**
 - B. Security deposit fee for each Transient Vendor Badge
(Section B of the application) - **At the time you pick up your badges**
 - C. Appropriate permit fee
(Section C, D, or E of the application) - **At the time you pick up your badges**

The application and all other needed information can be submitted by mail in advance of the date you would like your permit to start.

If you have any questions, please call the Greencastle Police Department Office at 717-597-9506 ext. 202 or email: efaight@greencastlepa.gov