

# **Information for Solicitors Licenses**

## **Application Requirements:**

\$20 nonrefundable fee paid upfront.

Application must be made in person.  
Complete application provided.  
Processing takes up to 10 days.

Set up an appointment for license issuance.  
Provide a passport size photo for license.  
Will be asked to be fingerprinted for license.

## **Requirements of City to Solicit:**

Soliciting hours 9:00 a.m. to 6:00 p.m.

If requested to leave home to leave immediately.

When soliciting have to disclose to buyer name, company name, and product.

Have to provide receipt if requested which is signed, gives a description of product, total price, terms of payment, and any balance due.

Vehicles used have to have displayed in letters and numerals not less than 3 inches name of person, business address, and firm or corporation.

A temporary stand has to have a sign identifying the business by name and address in letters not less than 3 inches.

Maintain records of all soliciting activities for at least 2 years showing day, time & location of each customer.

## **Other:**

License valid one year from date of issuance.  
Non-transferable.