



## SOLICITOR LICENSE PROCESS

### 1

Bring a completed packet that contains the following items (**we do not provide copying services**):

- Completed Solicitor License Application for each applicant (if needed make a copy for your records)
- Copy of Picture ID - Driver's License of applicant (**MUST BE CLEAR AND IN COLOR**)
- Copy of Company Picture ID
- Set of Flyers, Order Blanks or Receipts you will be using (must be a set with each application).

**This information will be left with City staff for input into our system.**

### 2

Return the following day after 10:00 a.m. with:

- \$150.00 + \$34.75 WSP/FBI Criminal History check or \$75.00 + \$34.75 WSP/FBI Criminal History check if applying after June 30th.

**Pay your application fee at Customer Service and then go to the City of Pasco Police Department for fingerprinting between 9:00 a.m. and 3:00 p.m.**

### 3

You will be contacted once your application has gone through the City review process and if approved the license will be mailed to you via US and email..

### 4

Upon issuance of the license you may begin your Soliciting.



## **SOLICITOR LICENSE APPLICATION INSTRUCTIONS**

### **STEP 1. PMC 5.70.010 SOLICITOR DEFINED.**

"Solicitor" means any person who goes from house to house or from place to place in the City selling or taking orders for or offering to sell or take orders for goods, wares and merchandise for present or future delivery or for services to be performed immediately or in the future whether such person has, carries or exposes a sample of such goods, wares and merchandise or not and whether he is collecting advance payments on such sales or not. A "solicitor" for the purpose of requiring a license under 5.08.020 shall not include those engaged in religious, charitable or political activities including direct or anonymous political speech, and the distribution of noncommercial handbills.

### **STEP 2. Complete City Application.**

Complete In-City Business License application and return with required attachments (as noted on application) to Customer Service with \$150.00 + \$34.75 WSP/FBI Criminal History check license fee (\$75.00 + \$34.75 WSP/FBI Criminal History check if applying after June 30<sup>th</sup>).

### **STEP 3. City Review Process.**

The application will be reviewed by the City and when all requirements are met, Customer Service will issue a Solicitor's License.

**Upon issuance of the license you may begin your Soliciting.**

**Questions?? Call Customer Service at 545-3488**

**\*KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE\***

## Solicitors

5.70.030 SOLICITING RESTRICTED. Except when a person has the prior consent of the occupant of a residence, no person conducting soliciting of any type not desired by the occupant to go or remain upon the premises of another's residence to conduct soliciting after having been given notice orally or notice by a readily visible sign stating to the effect that the type of soliciting conducted by the person is not desired. Any person violating this section shall be guilty of a misdemeanor. [Ord. 1974 § 3, 1978; Code 1970 § 5.09.030.]

### 5.70.040 SIGNING.

A) A sign stating "No Soliciting" shall only apply to commercial solicitors. A sign

stating "No Soliciting of Any Kind" shall apply to all types of solicitors as defined in Section 5.09.020.

B) A sign may indicate certain types of soliciting or solicitors not desired. The use of the words "commercial," "charitable," "religious" or "informational" is sufficient to describe a solicitor of that type as defined in Section 5.09.020.

C) Any legible sign may be sufficient, but a sign is presumed readily visible when it contains lettering at least two inches high and one-fourth inch thick over a contrasting background and, in darkness, is illuminated by a nearby lighting source. [Ord. 1974 § 4, 1978; Code 1970 § 5.09.040.]

5.70.050 TIME FOR SOLICITING. No soliciting of any type is permitted at residences between the hours of nine in the evening (p.m.) and nine in the morning (a.m.), except with the prior consent of the occupant. [Ord. 1974 § 5, 1978; Code 1970 § 5.09.050.]

5.70.060 Exemptions. This chapter shall not apply to solicitors for subscriptions to publications of general news that make deliveries to the residence by its employees or to individuals who go to a residence for the purpose of singing or playing music and accepting contributions for the same but make no verbal solicitations. [Ord. 1974 § 6, 1978; Code 1970 § 5.09.060.]

5.70.070 Not exclusive method. This chapter is not the exclusive method of regulating, restricting or prohibiting soliciting. [Ord. 1974 § 7, 1978; Code 1970 § 5.09.070.]



## Solicitor License Application

Date of Application \_\_\_\_\_ Soliciting timeframe \_\_\_\_\_

### Personal Information:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Local Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Sex \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No \_\_\_\_\_

Vehicle Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Lic # \_\_\_\_\_ St \_\_\_\_\_

List any convictions of any crimes, misdemeanors, or violations of municipal ordinances, including the date, nature of the offense, and the penalty \_\_\_\_\_

### Business Information:

Employed by \_\_\_\_\_ Length of Service with Company \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Names of Corporate Officers \_\_\_\_\_

Type of goods, wares, merchandise, services offered \_\_\_\_\_

### Attachments:

- Copy of Picture ID- Driver's License of applicant
- Copy of Company Picture ID
- Set of Flyers, Order Blanks or Receipts you will be using.
- Include \$150.00 + \$34.75 WSP/FBI Criminal History check or \$75.00 + \$34.75 WSP/FBI Criminal History check if applying after June 30<sup>th</sup>.

**My Signature below certifies that the information provided on this application and any attachments is true and accurate. I understand I must comply with all City of Pasco codes and ordinances.**

Signature

Date