

SOLICITOR LICENSE PROCESS

1

Bring a completed packet that contains the following items

(COPYING SERVICES ARE NOT PROVIDED)

- 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 10AM 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 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 USPS and email.

QUESTIONS? CALL BUSINESS LICENSING 509-543-5726

4

Upon issuance of the license, you may begin Soliciting.



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 _____ Email _____

Height _____ Weight _____ Eye Color _____

Date of Birth _____ Social Security No _____

Vehicle Year _____ Make/Model _____ Color _____ Lic # _____

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 30th.

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



PASCO MUNICIPAL CODE

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.]