

Solicitor License

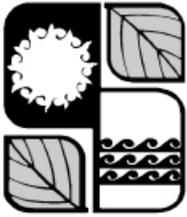
Checklist

ALL ITEMS are needed at the time of application

- Shorewood Solicitor License Application form
- SLMPD Background Check authorization form for each applicant
- Tennessen Warning form for each applicant
- Copy of driver's license
- Photo (passport size)
- Payment \$75 per each applicant

*Once ALL items are received, the background check authorization will be sent to the police department for processing

* When background checks have cleared as approved, license badge can be made with photo and city of Shorewood seal



CITY OF SHOREWOOD

5755 Country Club Road • Shorewood, Minnesota 55331 • 952.960.7900

SOLICITOR/TRANSIENT MERCHANT APPLICATION

Office Use:

License Period: _____ Application Fee: _____ Receipt # _____ Permit Number: _____

Date: _____

___ Canvasser (fee waived if proof submitted that organization is registered with the Secretary of State as a non-profit organization)

\$75 Fee per Applicant:

- ___ Peddler
___ Solicitor
___ Transient Merchant (refer to Planning Director)

CANVASSER: Any person canvassing for funds door-to-door in this City on behalf of a charitable, religious or non-profit organization as defined in IRS Code Section 501 (c) (3).

PEDDLER: Any person dealing in this City who travels around from place to place, or street to street carrying or transporting goods, or solicitation for all manner of wares, services and merchandise, offering the same for sale or making sales and delivering articles to purchasers.

SOLICITOR: Any person who goes from place to place and/or house to house soliciting or taking or attempting to take orders for the purchase of any foods, wares or merchandise, including magazines, books, periodicals or personal property of any nature whatsoever for delivery in the future, or orders for the performance of a service in or about the home or place of business, such as furnace cleaning, roof repair or blacktopping.

TRANSIENT MERCHANT: Any person, individual, partnership, or corporation, whether principal, employee or agent, who engage in, do, or transact any temporary or transient business in this City.

Name or Company or Organization:

Name: _____

Local Contact Person: _____

Local Address: _____

Local Phone Number: _____

Brief written description of the purpose of the cause for which the license is sought or the nature of the business, a description of the goods to be sold (including photographs or brochures) and the applicant's method of operation; and number of persons going door-to-door :

Four horizontal lines for providing a description of the business purpose and operation.

License Application - Continued on back

The place where goods or property proposed to be sold, or orders taken for the sale thereof, are manufactured or produced; where such goods or products are located; and the proposed method of delivery:

The period during which solicitation is to be conducted or length of time applicant intends to do business in the City: _____

A statement of the nature, character, and quality of the goods, wares, or merchandise to be sold or offered for sale by applicant, the invoice value and quality of such goods, wares, and merchandise, whether the same are proposed to be sold from stock in possession or by sample, at auction, by direct sale, or by taking orders for future delivery: _____

Address of all places where the business is to be located: _____

Complete all information on the attachment.

FOR CITY USE ONLY

POLICE: Approved ___ Denied ___ Date _____

By: _____

CITY CLERK: Approved ___ Denied ___ Date _____

By: _____

Attachment

Description of vehicles to be used (if more than one vehicle, list on a separate sheet):

Make and Year: _____ Model: _____

License No. & State: _____ Color: _____

ADDITIONAL APPLICANTS (\$75.00 per applicant):

A photograph of each applicant must be submitted taken within sixty days immediately prior to the date of filing of the application, 2" X 2" showing the head and shoulders of applicant.

Name: _____

(First)

(Middle)

(Last)

Date of Birth: _____ Driver's License No. _____

Local Address: _____

Local Telephone Number: _____

If applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, give nature (place and date) of the offense and the penalty assessed therefore: _____

Name: _____

(First)

(Middle)

(Last)

Date of Birth: _____ Driver's License No. _____

Local Address: _____

Local Telephone Number: _____

If applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, give nature (place and date) of the offense and the penalty assessed therefore: _____

Name: _____

(First)

(Middle)

(Last)

Date of Birth: _____ Driver's License No. _____

Local Address: _____

Local Telephone Number: _____

If applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, give nature (place and date) of the offense and the penalty assessed therefore: _____

Name: _____

(First)

(Middle)

(Last)

Date of Birth: _____ Driver's License No. _____

Local Address: _____

Local Telephone Number: _____

If applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, give nature (place and date) of the offense and the penalty assessed therefore: _____

Name: _____
(First) *(Middle)* *(Last)*

Date of Birth: _____ Driver's License No. _____

Local Address: _____

Local Telephone Number: _____

If applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, give nature (place and date) of the offense and the penalty assessed therefore: _____

Name: _____
(First) *(Middle)* *(Last)*

Date of Birth: _____ Driver's License No. _____

Local Address: _____

Local Telephone Number: _____

If applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, give nature (place and date) of the offense and the penalty assessed therefore: _____

Name: _____
(First) *(Middle)* *(Last)*

Date of Birth: _____ Driver's License No. _____

Local Address: _____

Local Telephone Number: _____

If applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, give nature (place and date) of the offense and the penalty assessed therefore: _____

Name: _____
(First) *(Middle)* *(Last)*

Date of Birth: _____ Driver's License No. _____

Local Address: _____

Local Telephone Number: _____

If applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, give nature (place and date) of the offense and the penalty assessed therefore: _____

Name: _____
(First) *(Middle)* *(Last)*

Date of Birth: _____ Driver's License No. _____

Local Address: _____

Local Telephone Number: _____

If applicant has ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, give nature (place and date) of the offense and the penalty assessed therefore: _____

SOUTH LAKE MINNETONKA POLICE DEPARTMENT
24150 Smithtown Road
Shorewood, Minnesota 55331-1913

Office (952) 474-3261
Fax (952) 474-4477

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, hereby grant my informed consent to, and authorize the **South Lake Minnetonka Police Department** to conduct any and all inquiries they deem necessary for a background check to determine my suitability for a Hawkers, Peddlers, Transient Merchants and Canvassers Permit and furnish this information to the City of Shorewood. This may include, but is not limited to, criminal history check, internal records check, jail records, warrants, etc. I hereby release the **South Lake Minnetonka Police Department** from any and all liability for disclosing this public, private and/or confidential information about myself to the City of Shorewood.

Applicant Signature

Date

Print Full Name (*First-Middle-Last*)

Date-of-Birth

Street Address

City State Zip Code

Shorewood Staff Member Requesting Information
(*Print*)

Date

Signature of Staff Member

CITY OF SHOREWOOD

**NOTIFICATION FOR LICENSE APPLICATION INVOLVING
PRIVATE OR CONFIDENTIAL INFORMATION
(Includes Tennesen Warning)**

**City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331
Phone: 952-960-7900 / Fax: 952-474-0128 / Email: cityhall@shorewoodmn.gov**

As part of your application for a license or permit, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

- The purpose and intended use of the information requested is to determine if you are eligible for a license or permit from the City of Shorewood.
- You are not legally obligated to supply the requested information.
- The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
- The known consequences of refusing to supply the requested information is that your request for a license or permit cannot be processed.
- A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license or permit with the City, unless the conviction is related to the matter for which the license or permit is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
- Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
- The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice. Return this notice with your application.

Date

Signature

**CITY OF SHOREWOOD
CERTIFICATE OF COMPLIANCE
DEPARTMENT OF REVENUE INFORMATION
City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331
Phone: 952-960-7900 / Fax: 952-474-0128 / Email: cityhall@shorewoodmn.gov**

Pursuant to Minnesota Statute 270.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant (person signing the application).

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- You are not legally obligated to supply the requested information.
- The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
- The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
- A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
- Upon receiving this information, the license authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service

Please supply the following information and return along with your application:

Type of License _____

PERSONAL INFORMATION

Applicant Name _____

Applicant Address _____

City, State, Zip _____

Social Security Number _____ Phone Number _____

BUSINESS INFORMATION

Business Name _____

Business Address _____

City, State, Zip _____

MN Tax ID #: _____ Federal Tax ID# _____

If a MN Tax ID# is not required, explain on the reverse side

Signature Title Date

CITY OF SHOREWOOD

**SUPPLEMENT INFORMATION TO SOLICITOR/
TRANSIENT MERCHANT APPLICATION**

Original Application Date: _____

THE FOLLOWING ADDITIONAL APPLICANT INFORMATION IS REQUIRED:

As indicated in City Ordinance Chapter 308.06, Subd. 2, please provide the Permanent home address and Permanent telephone number of each applicant:

Name: _____
(First) (Middle) (Last)

Permanent Home Address: _____

Permanent Telephone Number: () _____

=====

Name: _____
(First) (Middle) (Last)

Permanent Home Address: _____

Permanent Telephone Number: () _____

=====

Name: _____
(First) (Middle) (Last)

Permanent Home Address: _____

Permanent Telephone Number: () _____