



SOLICITOR'S LICENSE APPLICATION

(City Ordinance No. 2764)

Section I - Applicant Information

Applicant Name _____ Date _____

Address _____ Applicant SSN# _____

Phone Number _____ Business Address _____

Date of Birth (MM/DD/YYYY) _____ Business Phone _____

Place of Birth (City, State) _____ Permanent Mailing Address (if different than above) _____

Height _____ Weight _____

Eye Color _____ Hair Color _____

Section II - Business Information

► Nature of Business

Goods or Services Sold _____

► Representing

Company Name _____ Address of Home Office _____ Phone _____

► Manager/Supervisor

Name _____ Title _____ Home Address _____ Home Phone _____

Section III - Nonprofit Organizations

► Local Officer

Name _____ Home Address _____ Home Phone _____

► Percentage of Receipts Distributed (How will total receipts for sales be distributed?)

% Manufacturer or Supplier % Administration of Program % Sales Personnel % Local Club

% Other (please explain): _____

Section IV - Photographs

PROVIDE TWO PHOTOGRAPHS, TAKEN LESS THAN 60 DAYS AGO, WITH THIS APPLICATION.

Section V - Signature

I certify this information to be true and correct to the best of my knowledge. I acknowledge that I am solely responsible for verifying compliance with all County and/or State agency regulations pertaining to the dispensation of food items.

Signature of Applicant _____ Date _____

APPLICATION FEE: \$25

OFFICE USE ONLY

Approval Denial Date _____ Police Chief _____



TO: Finance, Utility Billing Receptionists, and Parks & Recreation Receptionists
FROM: Mary Dibble, Deputy City Clerk
DATE: October 24, 2006
SUBJECT: Instructions for Issuing Solicitors Licenses

Background

Solicitor Licenses are outlined in Albany Municipal Code (AMC) Chapter 5.14.

Solicitor Licenses require approval by the Police Chief or his/her designee. Applicants should allow three business days from date of application for approval.

Definition and Exemptions

"Peddler" or "solicitor" shall mean any door-to-door salesperson that sells or offers for sale any merchandise or services by traveling about the City in residential districts.

The provisions of this AMC do not apply to:

1. A person selling products of the farm or orchard actually produced by the seller;
2. A newspaper carrier soliciting subscriptions;
3. A person calling upon business firms soliciting orders for goods or services which are regularly used by the business firm in their regular course of business; and
4. Milk, groceries, or other merchandise, deliveries, or services ordered by a resident or sold by an area merchant and delivered to the purchaser as a service.

Non-profits

Schools or other nonprofit corporations or organizations which have obtained federal tax exempt status and their agents are exempt from paying the \$25 application fee and do not require a photo. However, they are required to fill out an application and obtain a license.

License Instructions

1. At time of application, the applicant must provide:
 - a. A completed Solicitor's License Application.
 - b. \$25 application fee (non-refundable in case of denial).
 - c. A two inch by two inch photograph of the applicant taken within 60 days immediately prior to the date of the filing of the application. The picture must show the head and shoulders of the applicant in a clear and distinguishing manner.
 - d. Drivers License.
2. Take a copy of the Drivers License.
3. Submit application to Police Chief or his/her designee for review. The applicant should allow for three business days from the date of the application for approval.
4. If approved, fill out Solicitors License, affix picture, and laminate.
5. Solicitor must be prepared to show their License at the request of any citizen.

November 3, 2006

6. No persons shall engage in soliciting any place in the City during the period from 9:00 p.m. until 9:00 a.m., unless otherwise specified on the License.
7. Licenses are not transferable.

MD

c: Marilyn Smith, Management Assistant/Public Information Officer
Jeff Hinrichs, Police Captain
Ben Atchley, Police Captain
Ed Boyd, Police Captain
Linda Booth, Parks & Recreation
Beth Ewing, Parks & Recreation
Mike Murzynsky, Senior Accountant

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