

## Peddler/transient merchant/solicitor application instructions

Print legibly. If you have questions regarding the business/organization information requested, please ask the company you are representing.

1. Check the box(s) that are applicable:
  - a. Registration fee (peddler or transient merchant): \$150 (per person)
  - b. Solicitor or nonprofit: \$0
  - c. Duplicate ID card: \$25
2. Complete the applicant information section.
3. Complete the vehicle information section. List the vehicle that will be used to conduct the soliciting, even if it is not your vehicle. If a vehicle will not be used, leave this section blank.
4. Complete the employer information section.
  - a. Contact: When there are multiple individuals applying for licenses from one organization/company, designate one person to be the contact. List their name and phone number on each application. The phone number listed must have a voicemail feature so a message may be left if the person is not available to answer the call.
5. Complete, if applicable, the business information section. This section needs to be completed only for transient merchant. DO NOT complete if you will be a door-to-door solicitor.
6. Complete the miscellaneous information. All questions must be answered.
  - a. What is the source of supply of any goods or property to be sold? Not applicable if there are no goods being sold.
  - b. Where are these goods located during the time of application? Not applicable if there are no goods being sold.
  - c. What is the proposed method of delivery? Not applicable if there are no goods being sold.
  - d. During what period of time will the applicant conduct the activities outlined in this application? List the hours you will be soliciting. Permissible hours are between 9 a.m. and 8 p.m.
  - e. List the last three municipalities where these activities occurred, including addresses, if applicable. List city names of where you have solicited. If you have not solicited before, but represent an organization that has, list the cities where the organization members have solicited.
  - f. In the last five years, have you ever been convicted of any felony, gross misdemeanor or misdemeanor for which a jail sentence may have been imposed? This would include a felony or gross misdemeanor DUI arrest.
7. Read the information and check the box authoring the City of St. Louis Park to complete a background check.
8. Read the statement acknowledging the application has been read, is correct and that the solicitor agrees to comply with the City Code. (City Code may be found in the government section of the city's website.)
9. Sign and date the form.

## **Peddler/transient merchant/solicitor license FAQs**

### **Why do solicitors need a license in St. Louis Park?**

The City Code requires a license. City Code: Chapter 8 Business Licenses; Division 4 Temporary Uses; Secs. 8-555—8—570 Subdivision V. Peddlers, For-Profit Solicitors and Transient Merchants

### **Who needs to complete a permit application?**

Each individual seeking to conduct business as a transient merchant, peddler or solicitor must complete an application. A license is not required to canvas in St. Louis Park.

### **When do I need to pay the application fee?**

All applications for a peddler or transient merchant license should be accompanied by the fee set by the city. You may not pay in advance for individuals who will be applying for a license. The application(s) must be accompanied with the fee.

### **Can I fax in the organization's applications and copies of a valid government-issued photo ID?**

No. Each person applying for a license must present his/her application and valid government-issued photo ID in person. In addition, the license application must be accompanied by the fee.

### **What types of valid government photo IDs are accepted when submitting an application?**

A valid driver's license, state-issued ID or passport.

### **What documents do we need to submit other than the application and a valid government-issued ID?**

If applicable, bring your organization's workers compensation certificate (Certificate of Liability Insurance).

### **Do I need a license to hang an advertisement on residents' doors?**

No, a license is not needed. However, you cannot knock on the door or have contact with the residents. The item you hang must be secure and not blow away. If the resident has a "No Solicitor" sign posted, do not leave the advertisement and do not go onto the property.

### **Do I need a license if I want to canvas in St. Louis Park?**

No. A license is not required to canvas for contributions or support for any charitable, religious, civic, educational, philanthropic, social service or welfare organization.

### **I am not a US citizen. Can I still apply for a license?**

Yes, if you have a work Visa and a government-issued ID (valid passport from your country).

### **How do I know if my company is a nonprofit organization?**

Ask the organization you are representing. A nonprofit will file for 501(c)3 tax-exempt status. Nonprofits are organized for purposes other than generating a profit and in which no part of the organization's income is distributed to its members, directors, shareholders or officers.

### **How long does it take to process the peddler or transient merchant license application?**

The city will process the license within 15 days of receiving all the completed documentation, ID and fee (if applicable). The city will issue the license unless grounds exist for denying the license application under City Code Sec. 8-575.

**Can I solicit as a peddler or transient merchant in St. Louis Park while I am waiting for my license to be approved?**

No. It is unlawful to solicit without a license.

**How will I know when my peddler or transient merchant license is approved?**

The contact person listed on the application will be called Monday – Friday between 8 a.m. and 4:30 p.m. When there are multiple applications processed for one business/organization, designate one person to be the contact person and he/she will be called.

**When can I get my photo taken and pick up my approved peddler or transient merchant license?**

License photos are taken Monday – Friday, 9 a.m. – 4 p.m. You must bring in your valid government-issued photo ID. After your photo is taken, your license will be issued. Solicitor license photos are taken when the completed application and required documentation are presented to the police department.

**What happens if my peddler or transient merchant license is denied?**

You will be notified in writing of the decision. If you listed a group contact name, the contact person will be notified it was denied and the applicant will be notified in writing of the decision.

**If my peddler or transient merchant license is denied, is the fee refunded?**

Yes.

**How long is the license valid?**

The license is valid for one year and the expiration date is listed on the license.

**How do I renew my license?**

You need to reapply and complete the same application as a new solicitor, peddler or transient merchant.

**I have an application form from a previous year. May I use it to apply or reapply for a license this year?**

No, you need to obtain a current year's application.

**What should I do if I lose my license and is there a fee?**

Call 952.924.2600. Providing your license is still active, a new one will be issued, using the original expiration date. There is no need to complete another application or have a new picture taken. The fee is \$25 for a duplicate license.

**Do I need to wear my license?**

The license is in the form of a badge and lists your name, company name, licensee photo, license number and the license expiration date. You must wear it in such a way as to be conspicuous at all times while soliciting in the city. A lanyard will be provided when the license is issued.

**Can I transfer my license to another person?**

No. The license issued shall not be transferred to any other person other than the person to whom the license was issued.

**May I solicit when I see a sign the resident posted stating, "No Solicitors"?**

No. Do not approach the resident or the property. Refer to City Code Sec. 8-579. In addition, solicitors are prohibited from remaining on the property of another person after being requested to leave.