

Instructions on Completing the 4-page Solicitor Application

Page 1 and 2: License Application for Peddler, Solicitor, Transient Merchant or Nonprofit

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

1. Check the box(s) that are applicable:
 - Registration Fee: \$150 (per person)
 - Interstate Commerce/Non-profits: \$0
 - Interstate Commerce Waiver Attached (Your business is not based in MN)
 - 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.

Contact: When there are multiple individuals applying for permits from one organization/company, designate one person to be the contact. List his/her 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 to be considered for issuance.
 - What is the source of supply of any goods or property to be sold? Not applicable if there are no goods being sold.
 - Where are these goods located during the time of application? Not applicable if there are no goods being sold.
 - What is the proposed method of delivery? Not applicable if there are no goods being sold.
 - 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.
 - 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.
 - 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. (The City Code may be found in the government section of the city's website.)
9. Sign and date the form.

Page 3 (if applicable): Application for Waiver of Solicitor License Fee: Interstate Commerce Form

Complete this form ONLY if you are a business that is not located in Minnesota. The form is used to determine if the fee will be waived.

Include a copy of the Certificate of Registration (Business Certificate) from the state where the business has registered.

Page 4: Certificate of Compliance Minnesota Workers' Compensation Law Form

1. Complete the top section of the form.
2. Complete section Number 1 OR Number 2. Ensure you check the box that applies to the business or organization. If you are self-insured, as listed on the form, attach a copy of the authorization to self-insure from the Minnesota Department of Commerce.
3. Print your name.
4. Sign the form, list your title and date.
5. For organizations with multiple applicants, a workers compensation certificate (Certificate of Liability Insurance) may be presented with the applications instead of having each applicant complete page 4.

Solicitor Permit Frequently Asked Questions

Who needs to complete a permit application?

Each individual seeking to conduct business as a peddler or solicitor must complete an application.

When do I need to pay the application fee?

Except for solicitors engaged in Interstate Commerce and nonprofit organizations, which are specifically exempted from paying any fee under the City Code, all applications for a 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 permit. 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 permit must present his/her application and valid government-issued photo ID in person. In addition, the permit 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). If you are a nonprofit, bring your organization's tax-exempt document from the Secretary of State, stating your organization is registered as a nonprofit 501(c)3. If you are applying to waive the fee for Interstate Commerce, bring a copy of the Certificate of Registration (Business Certificate) from the state where the business has registered.

Do I need a permit to hang an advertisement on residents' doors?

No, a permit 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 permit if I want to canvas my neighborhood?

No. A permit is not required if a city resident wants to canvas his/her neighborhood from house to house 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 permit?

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 do I know if the company qualifies for Interstate Commerce status?

Refer to the application, page 3, entitled "Application for Waiver of Solicitor License Fee: Interstate Commerce".

How long is the permit valid?

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

How long does it take to process the permit application?

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

Can I solicit in St. Louis Park while I am waiting for my permit to be approved?

No. It is unlawful to solicit without a permit.

How will I know when my permit is approved?

The contact person listed on the application will be called Monday-Friday between 8 a.m. to 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 permit?

Permit photos are taken Tuesday-Thursday from 9-11 a.m. and from 1:30-3:30 p.m. You must bring in your valid government-issued photo ID. After your photo is taken, your permit will be issued.

Do I need to wear my permit?

The permit 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 permit is issued.

Why do solicitors need a permit in St. Louis Park?

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

What happens if my permit 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 permit is denied, is the fee refunded?

Yes.

How do I renew my permit?

You need to reapply and complete the same application as a new solicitor.

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

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

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

Call 952.924.2600. Providing your permit is still active, a new permit 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 permit.

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.

Can I transfer my solicitor permit to another person?

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