



Door-to-Door Solicitors License Application

License Number _____

Solicitations may only be conducted from 9:00 a.m. to 8:00 p.m. Local Time

Name: _____ Phone No. _____

Former name or aliases: _____

Date of Birth: _____ Fax No. _____

Home Address: _____

Social Security Number: _____

Company Represented: _____

Local Company Address: _____

Supervisors Name: _____

To Be Completed By The City of Rawlins

Date Application Submitted _____

Date Application Approved _____

Date Photos Submitted _____

Date License Issued _____

Date License Expires _____

Annual Application Fee \$30.00 – Weekly Permit \$50.00,
Monthly Permit \$150.00, Annual Permit \$250.00 Plus
actual cost of annual background investigation fee

Certificate of Good Standing from Wyoming Secretary of State: Yes _____ No _____ (Copy Required)

Home Occupation Permit: Yes ___ No ___, Contractor’s License: Yes ___ No ___, Business License: Yes ___ No ___.

Nature of Business/Product to be sold: _____

Make of Vehicle: _____ Model: _____ Year: _____

Color of Vehicle: _____ Tag Number: _____

Drivers License Number: _____ State: _____

Description of person: Hair: _____ Eyes: _____ Height: _____ Weight: _____

WY Sales Tax No. _____ Proposed Dates of Solicitation: Start _____ End _____

A photo will be processed of the Solicitor by the City of Rawlins in order to be displayed on the Solicitors License.

- Will payment for goods or services be received at time of solicitation? No ___ Yes ___
- Will a payment be demanded, accepted or received or a deposit of money is required in advance of final delivery? Yes ___ No ___
- If yes, what is the basis of calculation of such payment? _____
- Have you ever plead guilty, or nolo contendere to, or have been convicted of a felony or misdemeanor involving fraud, deceit, misrepresentation, a sex offense, trafficking a controlled substance, or any act of violence against personal or property? Yes ___ No ___
- If yes, give a description of each such conviction and/pr plea and the date of the offense. _____

Door-to-Door Solicitors License Application - Continued



It is unlawful for any solicitor to do the following:

- Enter a premises of a private residence unless invited when a "no solicitor" sign is posted.
- Remain upon any residential premises after owner/occupants request the solicitor depart.
- Approach back or rear doors of the sides or rear of residential premises.
- Intentionally make physical contact with or touch the person solicited without that persons consent.
- Block the free passage of the person being solicited.
- Intentionally approach in such a manner intended to or likely to cause a reasonable person to be intimidated into responding affirmatively to the solicitation, or use obscene or abusive languages or gestures.
- Fail to inform the person being solicited the true identity of the organization which the solicitor represents, including, if applicable, a City license.

I, _____ (Print), being duly authorized to sign for the business names, hereby make application for a Solicitors license to engage in business within the City of Rawlins, Wyoming. I certify that the information provided is true and correct to the best of my knowledge. I acknowledge that a license issued pursuant to this application does not waive requirements of any City, County, State or Federal ordinance, Statute or regulation that I must meet prior to conducting, or while engaging in, the business for which the licenses sought. I certify that I have read and understand the City Code, Ordinance 09-2013 available at Rawlins-wyoming.com. I acknowledge that I have read and understand the times and requirements for soliciting within the City limits. I have complied, or will comply, with all such requirements.

(NOTE: DO NOT SIGN this application until a notary is present)

Applicant's Signature

Date

State of Wyoming
County of Carbon

Sworn to (or affirmed) and subscribed before me on this _____ Day of _____, 20__

By _____

Who is personally known to me or has produced _____ as identification.

Signature of Notary Public

Name of Notary Typed, Printed, or Stamped

Internal Use

License Issued: _____ License Expires: _____

Payment: Cash _____ Check _____ Credit Card _____

Police Department Verification _____ (Date) _____ Received By _____

**Checklist and Procedures for
Door-to-Door Solicitors License Application**



A city of Rawlins Solicitor's License is required for any individual, company, organization, or entity that is soliciting within City Limits. All solicitors that fail to obtain a Solicitors License are subject to fines and/or incarceration. You must wear the permit on your person in a visible place

- Read the City of Rawlins Ordinance No. 09-2013. A complete copy of the City of Rawlins Ordinance 09-2013 can be found on the internet at www.rawlins-wyoming.com/DocumentCenter/Index/327.
- To apply, you must have a current government issued identification card or drivers license.
- One application form per person.
- Complete the application form.
- Do not leave any lines blank, if a question does not apply, enter "N/A".
- The application will be denied if not completed or if there are any falsification of answers.
- DO NOT SIGN THE APPLICATION NOW. Applications must be signed in front of the Notary.
- By Signing the application the applicant is agreeing to have a background check completed.
- The applicant will supply two (2) recent photographs of himself or herself, approximately 1 1/2' x 1 1/2' (passport size), at the time the application is submitted.
- Fees:
 - Annual Application fee for Door to Door Solicitors.....**\$30.00**
 - Weekly Solicitors License**\$50.00**
 - Monthly Solicitors License.....**\$150.00**
 - Annual Solicitors License.....**\$250.00**
 - Annual Background investigation fee..... **ACTUAL COST**

Process:

The City of Rawlins will attempt to complete the application within 5 business days after receipt of background check information. Once the application process has been completed, the applicant (or their supervisor) will be contacted to confirm the approval or denial of the application. Upon approval the applicant can pick up their permit/badge at the City of Rawlins Deputy City Clerk's office, Monday through Friday, 8:00 AM to 5:00 PM.