



Door-to-Door Residential Solicitor
<input type="checkbox"/> New Application
<input type="checkbox"/> Application Amendment

**Solicitor Application**  
 520 S 500 E, River Heights UT.84321  
 435-752-2646

Permit # _____
Solicitor # _____
Date Received _____

**Individual Solicitor Information**

Solicitor Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Solicitor former names or aliases (last 10 years): \_\_\_\_\_  
 Full Home Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Driver Lic. #: \_\_\_\_\_ or Passport #: \_\_\_\_\_

**Business Information** (if different from the applicant)

Business Name (DBA): \_\_\_\_\_ Email: \_\_\_\_\_  
 State Registration (DBA):  DBA  Sole Prop  Corporation  LLC  Partnership  Non-Profit Corp  
 Business Name (Parent): \_\_\_\_\_  
 State Registration (Parent):  DBA  Sole Prop  Corporation  LLC  Partnership  Non-Profit Corp  
 Business Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Full Business Address: \_\_\_\_\_ Contact Cell: \_\_\_\_\_  
 Web Address: \_\_\_\_\_

**Additional Information**

Utah State Tax Commission – Sales Tax Number: \_\_\_\_\_  
 Regulatory Licenses (Mark applicable regulatory agency/ies with which you are licensed.) It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies.  
 Division of Occupational and Professional Licensing (DOPL)  DOPL – Burglar Alarm company or agent  
 DOPL – Contracting  UT Div. of securities  UT Insurance Dept.  UT Dept. of Agriculture  
 UT Division of Consumer Protection Other: \_\_\_\_\_

Goods and/or services being marketed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Areas of River Heights you will solicit: \_\_\_\_\_  
 \_\_\_\_\_

Length of time you intend to solicit in River Heights: \_\_\_\_\_

**Affirmation of Accuracy:**

I, \_\_\_\_\_, being duly sworn, hereby affirm, under penalty of perjury, that based on my present knowledge and belief, the information provided with this application packet is complete and accurate.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me, \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_

Notary Public

(seal)

# Registration Requirements for a Solicitor Permit

## A Solicitor Registration Application Packet

- a. Application
- b. Responses to "Disqualifying Status" questions
- c. An affirmation of review of "Written Disclosures"

## BCI - Criminal Background Check ([bci.utah.gov/criminal-records](http://bci.utah.gov/criminal-records))

Bureau of Criminal Identification - 3888 West 5400 South, Salt Lake City, Utah 84118

801-965-4445 office / 801-965-4749 fax

The applicant shall provide an original or copy, dated no older than 180 days prior to the date of the application, of either:

- a) Utah Department of Public Safety Bureau of Criminal Identification-verified criminal history report personal to the applicant; or
- b) verification by the Utah Department of Public Safety Bureau of Criminal Identification that no criminal history rising to the level of a disqualifying status exists for the applicant.

## Proof of Identity

Acceptable identification includes a valid:

- driver's license issued by any state, or
- passport issued by the United States, or
- identification issued by a branch of the U.S. military

## Business License Application Form

Required only if the business is based in River Heights, but does not yet have a River Heights business license.

## Proof of Registration with the Utah Department of Commerce

Division of Corporations: 877-526-3994, [www.corporations.utah.gov](http://www.corporations.utah.gov)

## Proof of State or Federal Requirements

The applicant shall provide any other licenses, permits or other qualifications required by federal or state law to promote, provide, or render advice regarding the offered goods or services.

## Utah State Tax Commission Sales Tax Number([www.tax.utah.gov](http://www.tax.utah.gov))

If sales are conducted in River Heights, regardless of where billing emanates from, applicable state sales tax must be collected and remitted to a tax account with a River Heights outlet (Location ID: 03-060).

For a temporary account, call (801) 297-6303 (Special Events Unit).

For a regular account, complete Form TC69 for a new business, or Form TC-69B for a business with an existing sales tax account without a River Heights outlet.

Consult the Utah State Tax Commission directly and/or a professional, such as an accountant, to understand your full obligation related to sales tax remittance.

## Food Handlers Permit

Required, if unpackaged food will be sold.

## Headshot Photograph of the Solicitor

Must be 2"x2", taken within 6 months, showing head and shoulders. Must be clear and distinguishable.

**Application fee:** \$50.00/original solicitor, \$25/additional (non-refundable)

A permit is valid for 365 days from the date of issuance.

**Allow 3 working days for permit to be granted.**



## Disqualifying Status Questions

Completion of this questionnaire is a requirement for a residential solicitation permit.

Circle one

<p>1. Has the applicant been criminally convicted of:</p> <ul style="list-style-type: none"> <li>a) felony homicide,</li> <li>b) physically abusing, sexually abusing, or exploiting a minor,</li> <li>c) the sale or distribution of controlled substances, or</li> <li>d) sexual assault of any kind?</li> </ul>	<p>Yes No</p>
<p>2. Are any criminal charges currently pending against the applicant for:</p> <ul style="list-style-type: none"> <li>a) felony homicide,</li> <li>b) physically abusing, sexually abusing, or exploiting a minor,</li> <li>c) the sale or distribution of controlled substances, or</li> <li>d) sexual assault of any kind?</li> </ul>	<p>Yes No</p>
<p>3. Has the applicant been criminally convicted of a felony within the last ten (10) years?</p>	<p>Yes No</p>
<p>4. Has the applicant been incarcerated in a federal or state prison within the past five (5) years?</p>	<p>Yes No</p>
<p>5. Has the applicant been criminally convicted of a misdemeanor within the past five (5) years involving a crime of:</p> <ul style="list-style-type: none"> <li>a) moral turpitude, or</li> <li>b) violent or aggravated conduct involving persons or property?</li> </ul>	<p>Yes No</p>
<p>6. Has a final civil judgment been entered against the applicant within the last five (5) years indicating that:</p> <ul style="list-style-type: none"> <li>a) the applicant had either engaged in fraud, or intentional misrepresentation, or</li> <li>b) that a debt of the applicant was nondischargeable in bankruptcy pursuant to 11 USC section 523(a)(2), (a)(4), (a)(6), or (a)(19)?</li> </ul>	<p>Yes No</p>
<p>7. Is the applicant currently on parole or probation to any court, penal institution, or governmental entity, including being under house arrest or subject to a tracking device?</p>	<p>Yes No</p>
<p>8. Does the applicant have an outstanding arrest warrant from any jurisdiction?</p>	<p>Yes No</p>
<p>9. Is the applicant currently subject to a protective order based on physical or sexual abuse issued by a court of competent jurisdiction?</p>	<p>Yes No</p>



## Written Disclosures

For review by residential solicitation permit applicants.

- A.** The applicant's submission of the application authorizes the city to verify information submitted with the completed application including:
- the applicant's address;
  - the applicant's and/or responsible person's or entity's state tax identification and special use tax numbers, if any; and
  - the validity of the applicant's proof of identity.
- B.** The City may consult any publicly available sources for information on the applicant, including, but not limited to, databases for any outstanding warrants, protective orders, or civil judgments.
- C.** Establishing proof of identity is required before registration is allowed.
- D.** The applicant must submit a BCI background check with a completed application.
- E.** To the extent permitted by state and/or federal law, the applicant's BCI background check shall remain a confidential, protected, private record not available for public inspection.
- F.** The city will maintain copies of the applicant's application form, proof of identity, and identification badge. These copies will become public records available for inspection on demand at the city offices whether or not a certificate is denied, granted, or renewed.
- G.** The seller or solicitor shall present to the buyer and obtain buyer's signature to a written statement which informs the buyer of the right to cancel within the third business day after signing an agreement to purchase. Such notice of "buyer's right to cancel" shall be in the form required by Utah State Code.
- H.** It is unlawful for any person to solicit at a residence before 9:00am or after 9:00pm MST, unless the solicitor has express prior permission from the resident.
- I.** No solicitor shall represent, directly or by implication, that the permit issued by River Heights City is an endorsement of their product.

By signing, I acknowledge that I have (i) received, (ii) read, (iii) sought clarification as required, and (iv) understand the above Written Disclosures.

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Signature

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Printed Name

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Date