



690 Chesterfield Pkwy W  
Chesterfield, MO 63017-0760  
Phone 636-537-4000  
Fax 636-537-4798

**Application for Solicitor License**  
**By Charitable and Non-Charitable Organizations, Individuals,**  
**Partnerships, Associations or Corporations**

**City of Chesterfield Ordinance No. 91**

**Check one:**            ☐ charitable            ☐ non-charitable

**Please print. All questions must be answered.**

Name of organization/business you represent \_\_\_\_\_  
( ) individual    ( ) partnership    ( ) association    ( ) corporation

Business address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business phone (\_\_\_\_\_) \_\_\_\_\_ Contact Name & Phone \_\_\_\_\_

The solicitation will consist of (check one):    ☐ One event            ☐ Series of events

Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

List the merchandise or services to be sold \_\_\_\_\_  
\_\_\_\_\_

Is the organization a non-profit, charitable organization? \_\_\_\_\_

If "yes", please attach a copy of the certification from the State of Missouri as to your tax-exempt status.

If applying for a solicitor's license for charitable purposes, describe the reason for this solicitation and tell what use will be made of the proceeds

\_\_\_\_\_  
\_\_\_\_\_

## Application for Solicitor License

Personal Pedigree Information must be supplied for each individual who will be soliciting door-to-door. All sections must be completed or the application will be denied.

### Applicant Personal Pedigree Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Additional Address in last 3 years? \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

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### Additional Solicitor Personal Pedigree Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Additional Address in last 3 years? \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Use additional pages if necessary

## Application for Solicitor License

### Additional Solicitor Personal Pedigree Information

Last Name:\_\_\_\_\_First Name:\_\_\_\_\_Middle Initial:\_\_\_\_\_

Race:\_\_\_\_\_Sex:\_\_\_\_\_Date of Birth:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Height:\_\_\_\_\_Weight:\_\_\_\_\_

Driver's License Number:\_\_\_\_\_State:\_\_\_\_\_

Current Permanent Address:\_\_\_\_\_

City:\_\_\_\_\_State:\_\_\_\_\_

Additional Address in last 3 years?\_\_\_\_\_

City:\_\_\_\_\_State:\_\_\_\_\_

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### Additional Solicitor Personal Pedigree Information

Last Name:\_\_\_\_\_First Name:\_\_\_\_\_Middle Initial:\_\_\_\_\_

Race:\_\_\_\_\_Sex:\_\_\_\_\_Date of Birth:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Height:\_\_\_\_\_Weight:\_\_\_\_\_

Driver's License Number:\_\_\_\_\_State:\_\_\_\_\_

Current Permanent Address:\_\_\_\_\_

City:\_\_\_\_\_State:\_\_\_\_\_

Additional Address in last 3 years?\_\_\_\_\_

City:\_\_\_\_\_State:\_\_\_\_\_

## Application for Solicitor License

Local address of organization \_\_\_\_\_

Relationship between organization and applicant \_\_\_\_\_

List names & addresses of officers/partners of the organization

Date of previous application, if any \_\_\_\_\_

Explain how the solicitation will be conducted, giving details of what type of solicitation is proposed, who will be solicited, how they will be contacted, and the geographical areas where the solicitation is to be conducted.

Will a vehicle be used in the proposed solicitation? \_\_\_\_\_

If "yes", give make, model, year and color of each vehicle

Give the name and address of the person or organization in direct charge of conducting the solicitation

How many solicitors will be engaged? \_\_\_\_\_ Will solicitors be paid? \_\_\_\_\_

Has a license issued by the City of Chesterfield ever been revoked or refused? \_\_\_\_\_

Has the applicant ever been convicted of any violations, including ordinance violations from the City of Chesterfield or any other municipality regulating peddling or solicitation? \_\_\_\_\_

If "yes", please explain \_\_\_\_\_

## **Application for Solicitor License**

References: Give names, addresses, and telephone numbers of two individuals who may be contacted as references on the nature and character of this work.

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- **No new names may be submitted to the City Clerk for processing with the application any later than the 7<sup>th</sup> day after the permit is issued.**
- **A solicitor license must be carried when soliciting or canvassing in the City, and must be available for examination upon request by any officer of the City or by any person being solicited.**
- **Solicitors may only solicit at the front door (main entrance) of a residence.**
- **Solicitors are prohibited from knocking on a door that has a “No Solicitors, No Peddlers” sticker affixed. Solicitors should not solicit any residences in subdivisions and/or condominium complexes that have posted a sign on their property that states no soliciting or peddling is allowed.**
- **Hours of solicitation are from 9 a.m. to 7 p.m. during the months of November, December, January, February and March. Hours of solicitation are from 9 a.m. to 8 p.m. during the months of April, May, June, July, August, September and October. There will be no solicitation on a state or national holiday.**

A copy of the Missouri State Retail Sales License must be attached to the application. If the applicant wishes to assert that he/she is not required under Missouri law to have such a license, he/she must provide proof that such a license is not required of him/her.

Every individual, partnership, association or corporation who sells, deals or offers for sale goods, wares, merchandise, articles of food, or soliciting funds in the City of Chesterfield shall procure from the City Clerk a license and shall pay a license fee of twenty-five (\$25.00) dollars per sales event (not to exceed twenty-eight (28) calendar days). A maximum of three (3) permits per year shall be issued to any person, firm or organization. Charitable organizations are exempt from fee.

It is understood that if the applicant has been convicted of a felony or a misdemeanor involving moral turpitude within the past seven (7) years or if any statement upon this application is false, the license will be denied.

It is understood that if a license is granted it must not be used or represented in any way as an endorsement by the City of Chesterfield.

I hereby authorize any law enforcement agency, former employer, state agency, institution, or private information bureau that has any record or knowledge of my motor vehicle operation history, or criminal history, to provide the City of Chesterfield such information.

## Application for Solicitor License

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**Sign this application in the presence of a Notary Public**

Signature of applicant\_\_\_\_\_

Subscribed and sworn to before me this\_\_\_\_\_Day of\_\_\_\_\_, \_\_\_\_\_

My commission expires\_\_\_\_\_

Notary Public\_\_\_\_\_

**For Office Use Only**

**Date \$25 fee received** \_\_\_\_\_

**Form of Payment** \_\_\_\_\_

**Police Chief Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

**City Clerk Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

(6/13/12)