



SOLICITATION PERMIT APPLICATION

OFFICE USE ONLY

PERMIT # _____

APPROVED DENIED

City Clerk

- Solicitation fees are **\$20.00 per person, per day**, except for Non-Profit or Charitable Organizations.
- An additional one-time fee of **\$5.00** per person will be charged for the Solicitation Permit Card.
- Solicitation **prohibited** where "No Trespassing" or "No Solicitors" or similar sign has been posted.
- Solicitation hours: 9:00 a.m. until one-half hour after the time designated as sunset published for that date in the St. Louis Post-Dispatch or 7:30 pm, whichever is earlier.

SPONSORING ORGANIZATION

Name of Business/Organization Sponsoring Solicitors: _____

Address of /Business/Organization: _____

Phone Number of Business/Organization: _____

Purpose of Organization: Corporation
 Non-Profit/Charitable
 Other (please specify) _____

Proposed soliciting activity/products offered: _____

Dates of solicitation campaign within a 30 day period: _____

Number of people soliciting in Ballwin during campaign: _____

(An Applicant Information Form must be submitted for everyone who will be soliciting.)

IF FUNDS ARE TO BE SOLICITED:

- Organization or person who can provide a prospective donor with more information about the use of such funds:

Name: _____ Phone Number: _____

Permanent Address: _____

City/State/Zip: _____

- Information about the company, organizations or persons who will receive donations or profits (if different from sponsoring company):

Name: _____ Phone Number: _____

Permanent Address: _____

City/State/Zip: _____

CONTACT PERSON ON DAYS OF SOLICITATION:

Name: _____ Phone Number: _____

Printed Name of Applicant

Phone

Date

Signature of Applicant

Email

APPLICANT INFORMATION

MUST BE SUPPLIED FOR EACH INDIVIDUAL WHO WILL BE SOLICITING

OFFICE USE ONLY	
PERMIT # _____	EXT _____
CTYCK _____	CRTCK _____

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Last Name:	First Name:
Middle Name:	Alias/Nickname:
Home Address:	
Local Address:	
Home Phone:	Cell Phone:
Place of Birth:	Social Security Number:

A copy of photographic identification has been submitted with this application. The form of photographic identification presented is (check one):

- Driver License
 State Identification Card
 Passport
 Other (please specify) _____

VEHICLE INFORMATION

Please provide the following information for each vehicle used by the applicant during the proposed solicitation activity.

MAKE/MODEL	YEAR	COLOR	VEHICLE IDENTIFICATION #	PROOF OF INSURANCE	STATE / LICENSE PLACE #

Have you ever been convicted of any felony or misdemeanor (excluding minor traffic offenses) and if so, the nature of the offense, the penalty imposed and when and where the conviction(s) occurred.

- No
 Yes _____

Have you ever had a solicitation permit denied or revoked by any other governmental entity, and if so, the name of each governmental entity denying or revoking said license, the reason for each denial or revocation and the date(s) of same.

- No
 Yes _____

DATES OF SOLICITATION (MUST BE CONTIGUOUS)

A criminal record check from the Missouri State Highway Patrol (or the home state of the applicant, if not in Missouri) has been submitted as part of the application process.

I understand that a criminal record check will be conducted. Applicants who have open arrests must obtain a notarized record check from the St. Louis County Police Department of the Missouri Highway Patrol Records Division. Permits will be issued dependent upon a criminal history check.

Signature of Applicant

Date

**GUIDELINES FOR SOLICITATION
WITHIN THE CITY OF BALLWIN**

**Apply in person:
Ballwin Government Center
14811 Manchester Rd
Ballwin, MO 63011
Phone: 636-227-8580**

1. **A criminal record check from the Missouri State Highway Patrol is required as part of the application process. This must be included with the application form, along with a copy of the solicitor's driver's license.**
2. All persons who have been approved to solicit must appear in person with identification (if applicable) during business hours to receive his/her permit card.
3. **Solicitation permit cards must be carried and displayed at all times.**
4. Solicitation is prohibited in commercial areas, or where "No Trespassing" or "No Soliciting" or similar signs are posted.
5. Should the City receive any complaints of aggressive selling tactics or harassment, the City reserves the right to revoke your permit cards immediately and without refund.
6. Hours for solicitation are as follows without exception: 9:00 a.m. until one-half hour after the time designated as sunset published for that date in the St. Louis Post-Dispatch, or at 7:30 p.m., whichever is earlier.
7. All solicitation permit cards must be returned at the end of your approved final day of solicitation. If this is after business hours, you may use the drop box located in the vestibule of the Government Center.

I AGREE TO ADHERE TO THE ABOVE SOLICITATION GUIDELINES.

Signature of Applicant

Date

Printed Name of Applicant

SOLICITATION PERMIT NUMBER