

# SOLICITATION PERMIT APPLICATION CHECKLIST

- Complete the Solicitation Permit Application (**one per soliciting group**)
- Complete an Applicant Information packet for **each person** soliciting
  - Provide a photo ID for each person soliciting
  - Provide a background check from the State Highway Patrol for each person soliciting (must be from the state where the driver's license was issued)
  - Provide auto insurance for each vehicle being used

## **Once the paperwork has been completed:**

- Bring all paperwork and documentation for ALL solicitors to the Ballwin Government Center. We cannot accept the packet unless it is complete.

**PLEASE ALLOW 7-10 DAYS FOR PROCESSING  
BEFORE THE DATE YOU PLAN TO START SOLICITING.**

- Your paperwork will be entered in the computer and sent for a local background check.
- We will call when your permit has been approved and tell you the total amount due.
- Once payment is received, the packet will be sent to the police department.
- The officer will contact you to schedule a time for each solicitor to come in to get his or her photo ID/permit. **YOU CANNOT SOLICIT WITHOUT THIS PHOTO ID.**  
*Doing so will result in the revocation of your solicitation permit, whether or not you have already paid.*



# 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*

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

# APPLICANT INFORMATION

**MUST BE SUPPLIED FOR EACH INDIVIDUAL WHO WILL BE SOLICITING**

- 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.

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