



# Highland City Solicitors Permit Application

5400 West Civic Center Drive, Suite 1, Highland, Utah 84003  
Office Hours: Monday – Thursday, 7:30 a.m. – 6:00 p.m., Closed Friday  
Office (801) 772-4523 or Fax (801) 756-6903

**OFFICE USE ONLY**

Application Date: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Permit:  Approved  Denied

**Note:** *Unless otherwise exempt under HCMC 5.16.040, all persons desiring to engage in Door-to-Door Solicitation within the City, prior to doing so, shall submit a Completed Application to the Licensing Official and obtain a Certificate.*

**Business Information:** *Please type or print clearly. Complete all lines or enter "N/A" if an item is not applicable.*

Name of Business Entity/DBA: \_\_\_\_\_

True/correct, legal name of Applicant: \_\_\_\_\_

Former names or aliases used in the last 10 years: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Applicant home address: \_\_\_\_\_

Street Number City State Zip

Applicant mailing address: \_\_\_\_\_

Street/PO Box City State Zip

**Responsible Person or Entity** (if different from applicant): \_\_\_\_\_

Responsible Person or Entity Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street/PO Box City State Zip

**Application Requirements:**

**Proof of Identity:** Applicant shall provide any one of the following which bears a photograph of the applicant:

- A valid driver's license issued by any State (must coincide with BCI/Public Safety report)
- A valid passport issued by the United States
- A valid identification card issued by any State
- A valid identification issued by a branch of the United States Military.

**Proof of Registration with Utah Department of Commerce:** Applicant shall provide proof that either the Applicant, or the Responsible Person or Entity, has registered with the Utah State Department of Commerce.

**Business Registration/Entity #:** \_\_\_\_\_

**Sales Tax Number or Special Event Sales Number:** \_\_\_\_\_

**Marketing Information** – Goods or services offered by Applicant including any commonly known, registered or trademarked names: \_\_\_\_\_

\_\_\_\_\_

**B.C.I. Background Check:** Applicant shall provide both of the following: (check when complete)

- An original which is dated **no older than 180 days** prior to the date of the application of either: (1) a Utah Department of Public Safety Bureau of Criminal Identification verified criminal history report personal to the Applicant or equivalent report prepared by the corresponding public safety agency of the applicant's home state if the applicant is not a Utah resident; or (2) 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.

**Miscellaneous Application Requirements:**

- Any license/permit required to transact this business, if required.
- Photo to be taken at Highland City, to be affixed to the Solicitor Badge, for identification purposes.

**Disqualifying Status Questions:** *Please answer Yes or No to each question*

ANY NEGATIVE RESPONSE IN THIS SECTION OF THE APPLICATION RENDERS THE APPLICANT DISQUALIFIED FROM CERTIFICATION

1. I have been criminally convicted of:

- |     |    |  |
|-----|----|--|
| Yes | No | a. Felony homicide   |
| Yes | No | b. Physically abusing, sexually abusing, or exploiting a minor |
| Yes | No | c. The sale or distribution of controlled substances           |
| Yes | No | d. Sexual assault of any kind                                  |

2. I have criminal charges currently pending against me for:

- |     |    |  |
|-----|----|--|
| Yes | No | a. Felony homicide   |
| Yes | No | b. Physically abusing, sexually abusing, or exploiting a minor |
| Yes | No | c. The sale or distribution of controlled substances           |
| Yes | No | d. Sexual assault of any kind                                  |

3. I have been criminally convicted of a felony within the last ten (10) years.

- |     |    |
|-----|----|
| Yes | No |
|-----|----|

4. I have been incarcerated in a federal or state prison within the past (5) years.

- |     |    |
|-----|----|
| Yes | No |
|-----|----|

5. I have been criminally convicted of a misdemeanor within the past (5) years involving a crime of:

- |     |    |   |
|-----|----|---|
| Yes | No | a. Moral turpitude  |
| Yes | No | b. Violent or aggravated conduct involving persons or property. |

6. I have a final civil judgment entered against me within the last five (5) years, indicating that:

- |     |    |   |
|-----|----|---|
| Yes | No | a. I have either engaged in fraud or intentional misrepresentation  |
| Yes | No | b. A debt of mine was non-dischargeable in bankruptcy pursuant to 11 U.S.C. § 523(a)(2), (a)(4), (a)(6), or (a)(19) |

7. I am currently on parole or probation to any court, penal institution, or governmental entity, including being under house arrest or subject to a tracking devise.

- |     |    |
|-----|----|
| Yes | No |
|-----|----|

8. I have an outstanding arrest warrant from any jurisdiction.

- |     |    |
|-----|----|
| Yes | No |
|-----|----|

9. I am currently subject to a protective order based on physical or sexual abuse issued by a court of competent jurisdiction.

- |     |    |
|-----|----|
| Yes | No |
|-----|----|

**Written Disclosures:**

1. The applicant's submission of the application authorizes the City to verify information submitted with the completed application including:
  - a. Applicant's address; and
  - b. Applicant's and/or responsible person or entity's state tax identification and special use tax numbers, if any; and
  - c. The validity of applicant's proof of identity.
2. The City may consult any publicly available sources for information on applicant, including but not limited to databases for any outstanding warrants, protective orders, or civil judgments.
3. Proof of identity is required before registration is allowed.
4. The fee amount must be submitted by applicant with a completed application.
5. Applicant must submit a BCI background check no older than 180 days prior to date of application.
6. To the extent permitted by State and/or Federal law, applicant's BCI background check shall remain a confidential, protected, private record not available for public inspection.
7. The City will maintain copies of 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 the certificate is denied, granted, or renewed.
8. Please refer to the Disqualifying Status section in this application for denial or suspension criteria.
9. A request for a temporary certificate will be granted or denied the same business day that a completed application is submitted.

**Waiver Statement and Applicant Acknowledgement of Written Disclosures and Disqualifying Status**

I, the undersigned, do hereby verify, under penalty of perjury, that the information provided herewith is complete, truthful and accurate to the best of my knowledge and belief. I acknowledge the written disclosures and disqualifying status as provided by the City. I do hereby agree to allow the City to obtain a name/date of birth BCI background check for enforcement purposes of the Highland City Code.

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Applicant Signature Date

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Business License Officer Approval Date

**Temporary Certificate Expiration:**

The temporary certificate will automatically expire after twenty-five calendar days from issuance, or upon grant or denial of an annual certificate, whichever period is shorter. At the expiration of the temporary certificate the city shall issue written notice to the applicant or the responsible person or entity that the applicant will either be issued an annual Certificate or, because of reasons cited in Highland City Code, will not be issued an annual Certificate. The annual Certificate shall be valid for one year from the date of issuance of the temporary certificate. Expiration shall be at midnight on the anniversary date of issuance. Any annual Certificate that is not suspended, revoked, or expired may be renewed upon the request of the Registered Solicitor and the submission of a new, completed application and payment of the fee, unless any of the conditions for the denial, suspension or revocation of a Certificate as set forth in Highland City Code, or a Disqualifying Status is present.

**FEES** ..... Individual \$50.00  
 ..... Group \$125.00  
 ..... Number of solicitors in group \_\_\_\_\_

OFFICE USE ONLY		Check _____
Application Date: _____ / _____ / _____		CC
Fee: \$ _____	Date Pd: _____ / _____ / _____	Cash