



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

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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: _____ Hair Color: _____ Eye Color: _____

Driver's License Number: _____ State: _____

Current Permanent Address: _____

City: _____ State: _____

Length at Current Address if less than 3 years? _____

Additional Address in last 3 years? _____

City: _____ State: _____

Has applicant ever been convicted of a felony? Yes / No (Please Circle)

Additional Solicitor Personal Pedigree Information

Last Name: _____ First Name: _____ Middle Initial: _____

Race: _____ Sex: _____ Date of Birth: ____ / ____ / ____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Driver's License Number: _____ State: _____

Current Permanent Address: _____

City: _____ State: _____

Length at Current Address if less than 3 years? _____

Additional Address in last 3 years? _____

City: _____ State: _____

Has applicant ever been convicted of a felony? Yes / No (Please Circle)

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: _____ Hair Color: _____ Eye Color: _____

Driver's License Number: _____ State: _____

Current Permanent Address: _____

City: _____ State: _____

Length at Current Address if less than 3 years? _____

Additional Address in last 3 years? _____

City: _____ State: _____

Have you ever been convicted of a felony? Yes / No (Please Circle)

Additional Solicitor Personal Pedigree Information

Last Name: _____ First Name: _____ Middle Initial: _____

Race: _____ Sex: _____ Date of Birth: ____ / ____ / ____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Driver's License Number: _____ State: _____

Current Permanent Address: _____

City: _____ State: _____

Length at Current Address if less than 3 years? _____

Additional Address in last 3 years? _____

City: _____ State: _____

Has applicant ever been convicted of a felony? Yes / No (Please Circle)

Application for Solicitor License

Local address of organization _____

Relationship between organization and applicant _____

Length of Employment _____

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 _____

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

- **No new names may be submitted to the City Clerk for processing with the application any later than the 7th 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 two (2) 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.

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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 _____

**Signature of applicants indicates they agree to hold harmless the City of Chesterfield from any and all liability arising out of the solicitation in the city of Chesterfield. **

For Office Use Only	
Date \$25 fee received _____	Form of Payment _____
Police Chief Approval _____	Date _____
City Clerk Approval _____	Date _____

(August 3, 2022)