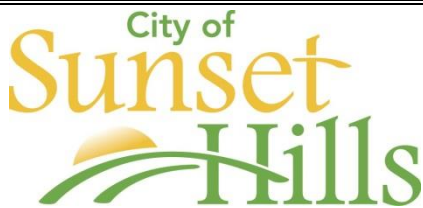


GUIDELINES FOR SOLICITING WITHIN THE CITY OF SUNSET HILLS

1. Fill out and submit Solicitor Permit application with all required documents
2. A Criminal Record Check from the Missouri Highway Patrol is required as part of the application process. This must be included with the application form, along with the following items
 - a. a copy of the solicitor's driver's license
 - b. a copy of the certificate of registration with the Missouri Secretary of State
 - c. a copy of the flyer or brochure that will be handed out
3. Turn in application and supporting documentation for review
4. The review process is 5 working days
5. All persons who have been approved to solicit must appear in person with identification during business hours to receive his/her permit card
6. Permit fees are \$25 per day per person for the first day, and \$20 per day per person for each additional day
7. Solicitation permit cards must be carried and displayed at all times
8. Soliciting is prohibited in commercial areas, or where "No Trespassing" or "No Soliciting" or similar signs are posted
9. 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.
10. 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.

OFFICE USE ONLY

Permit # _____
Approved _____ Denied _____
City Clerk _____



3939 S. Lindbergh Blvd
Sunset Hills, Missouri 63127
Phone 314-849-3400 • Fax 314-849-8110 • www.sunset-hills.com

Solicitor Permit Application

Solicitation fees are \$20 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 Solicitor ID Card
- Solicitation is prohibited anywhere "No Soliciting" or "No Trespassing" signs are posted. Failure to observe this will result in revocation of your permit without a refund.
- Soliciting hours are from 9am to one half hour after the time designated as sunset published for that date in the St. Louis Post Dispatch or 7:30pm, 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/List items to be sold including a service: _____
Dates of soliciting operation within a 30 day period: _____
Number of people soliciting in Sunset Hills during operation: _____
(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: _____
E-mail: _____
Permanent Address: _____
City/State/Zip: _____

- ❖ Information about the Company, organization or persons who will receive donations or profits (if different from sponsoring company) _____

Name: _____
Phone number: _____
E-mail: _____
Permanent Address: _____
City/State/Zip: _____

Contact Person on days of solicitation:
Name: _____ Phone Number _____

Printed Name of Applicant _____ Phone _____ Date _____

Signature of Applicant _____ Phone _____ Date _____

*Email address (Required) _____

APPLICANT INFORMATION

MUST BE SUPPLIED FOR EACH INDIVIDUAL WHO WILL BE SOLICITING

- Solicitation fees are \$20 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 Solicitor ID Card
- Solicitation is prohibited anywhere "No Soliciting" or "No Trespassing" signs are posted. Failure to observe this will result in revocation of your permit without a refund.
- Soliciting hours are from 9am to one half hour after the time designated as sunset published for that date
in the St. Louis Post Dispatch or 7:30pm, whichever is earlier

Last Name: _____ First Name: _____
Middle Name: _____ Alias/Nickname: _____
Date of Birth: _____ Place of Birth: _____
Social Security #: _____
Home Address: _____
Local Address: _____
Mobile Phone #: _____ Land Line# _____

A copy of photographic identification has been submitted with this application. (Circle one)

Drivers License State ID Card Passport Other (Specify) _____

Vehicle Information: Please provide the following information for each vehicle used by the applicant during the proposed soliciting activity

<i>Make/Model</i>	<i>Year</i>	<i>Color</i>	<i>License Plate Number</i>	<i>Vehicle identification#</i>	<i>Proof of Insurance</i>
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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 occurred

No Yes (explain) _____

Have you ever had a soliciting permit denied or revoked by any other government entity? If so, list the name of the entity denying or revoking said license, the reason for each and the date(s).

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**

Signature of Applicant _____ Date _____