



RESIDENTIAL SOLICITATION LICENSE PROCESS

- Completely fill out Solicitor Application:

Section I – Complete all lines enter N/A if not applicable.

Section II - Check list of required items.

Section III – List goods and services offered.

Section IV – Read Written Disclosures and sign here stating so.

Section V – Affirm or deny each question.

Section VI – Sign and date application.

- Provide an original or copy of a BCI background check, dated no older than 180 days prior to the date of the application. Obtain a background check from the BCI:

Bureau of Criminal Investigation

3888 West 5400 South

(801)965-4445

Hours: Monday - Friday 8:00 am – 4:30 pm

- Provide copies of the business entity's current business license, department of commerce registration, and marketing information.
- Provide Utah State sales tax number from entity which the applicant will be soliciting for.
- Provide picture identification.
- Solicitor application fee: \$25.00 per solicitor.
- If you have any questions please contact Business License at (801)944-7067 or businesslicense@ch.utah.gov.

Processing will begin once a completed application, all required items, and fees have been submitted. A temporary license for twenty-five (25) calendar days shall be issued if the application form does not affirmatively show a disqualifying status. An annual license will be issued upon further verification of the truthfulness and completeness of the information submitted by the applicant.



**Cottonwood Heights
BUSINESS LICENSE DIVISION**

2277 Bengal Blvd.

Ph: 801.944.7067 ♦ Fax: 801.944.7007

www.cottonwoodheights.utah.gov

**SOLICITOR APPLICATION
For Certificate of Registration**

FOR OFFICE USE ONLY

Issued _____ Expires _____
Business ID. No. _____
Code _____ Receipt No _____
Date Received _____
Solicitor Application Fee \$ **25.00**
 Check Cash Charge Total: \$ _____

SECTION I: B

- A. True/Correct Legal Name of Solicitor: _____ Contact Phone No. _____
- B. All names/aliases used by Applicant in last 10 years: _____
- C. Business Entity / DBA: _____ Applicant Email: _____
- D. Applicant - Date of Birth: _____ Applicant State Driver License/ID Card No. _____ State: _____
- F. Applicant Home Address: _____

SECTION II: Items required with application

*BCI Report less than 180 days old (required) **SECTION III: Goods or Services Offered**

- *Provide one of the following/Proof of Identification
 - 1. Valid State-issued Driver License or Identification Card
 - 2. Valid Passport issued by the United States
 - 3. Valid U.S.A. Military Identification Card
- Any Licenses / permits... required to transact this business _____

SECTION IV: Written Disclosures

I have received and reviewed the disclosure information required by the City Municipal Code Section 5.86, included with the entire Solicitor Code.
APPLICANT SIGNATURE _____ DATE _____

SECTION V: Disqualifying Status Questions - Affirm or Deny Each of the Following Statements *
* ANY NEGATIVE RESPONSE IN SECTION V OF THIS APPLICATION RENDERS THE APPLICANT DISQUALIFIED FROM CERTIFICATION *

- I have been criminally convicted for:
 - 1) Felony homicide: _____ 2) Sexual assault of any kind: _____
 - 3) Physically/sexually abusing, or exploiting a minor: _____
 - 4) Sale or distribution of controlled substance: _____
- I have criminal charges currently pending for:
 - 1) Felony homicide: _____
 - 2) Sexual assault of any kind: _____
 - 3) Physically abusing, sexually abusing, or exploiting a minor: _____
 - 4) Sale or distribution of controlled substance: _____
- I have had a criminal felony conviction within the last 10 years: _____
- I was incarcerated in federal or state prison in last 5 years: _____
- I was criminally convicted of a misdemeanor in last 5 years involving:
 - 1) A crime of moral turpitude: _____
 - 2) Violent or aggravated conduct with persons or property: _____
- I have a Final Judgement entered against me in the last 5 years for:
 - 1) Engaging in fraud or intentional misrepresentation: _____
 - 2) A debt that was non-dischargeable in bankruptcy: _____
- I am now on parole/probation to any court, penal institution, or government entity, including under house arrest or subject to a tracking device: _____
- I have an outstanding arrest warrant from any jurisdiction: _____
- I am now subject to a protective order for physical or sexual abuse: _____

SECTION VI: 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 do hereby agree to allow the City to obtain a name/date of birth BCI background check for enforcement purposes of Cottonwood Heights Municipal Code Section 5.86. I agree to conduct business in complete accordance with all laws, ordinances, and regulations governing operation of such business. I acknowledge that soliciting without a valid certificate in plain view may result in revocation of such and/or citation. I understand that once the certificate of registration is issued, it becomes invalid if any of the application information changes, and a new application will be required to update the information on record.

City Approval Authorized Signature _____ Date _____
City Police Department Authorized Signature _____ Date _____
Applicant Signature _____ Date _____

WRITTEN DISCLOSURES
Cottonwood Heights Municipal Code Section 5.86

1. The applicant's submission of the application authorizes the City to verify information submitted with the completed application including:
 - A. The applicant's address
 - B. The applicant's and responsible person or entity's state tax identification and special use tax numbers, if any;
 - C. The validity of the applicant's proof of identity.
 2. The City may consult any publically available sources for information on the applicant, including but not limited, to databases for any outstanding warrants, protective orders, or civil judgments.
 3. Establishing proof of identity is required before registration is allowed.
 4. Identification of the fee amount that must be submitted by applicant with a completed application.
 5. The applicant must submit a BCI background check with a completed application.
 6. To the extent permitted by State and/or Federal law, the applicant's BCI background check shall remain a confidential, protected, private record not available for public inspection.
 7. The City will maintain copies of the 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 a certificate is denied, granted, or renewed.
 8. The criteria for disqualifying status, denial, or suspension of a certificate under the provisions of this chapter.
 9. That a request for a temporary certificate will be granted or denied the same business day that a completed application is submitted.
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