



City of Duvall Solicitor Permit Application Packet

Enclosed you will find:

- Solicitor Permit Application
- Additional Licensee application (if more than one person soliciting)
- Duvall Municipal Code Chapter 5.03 Peddlers, Solicitors, and Canvassers (keep for your records)

REQUIRED INFORMATION:

Each solicitor operating within the City limits must obtain a Solicitor's Permit. The following information is required pursuant to DMC 5.03.030(B)

- Complete Name, Home Address, Home Telephone Number, Date of Birth, Valid State Issued Identification or Drivers' License Number, Vehicle Description(s) and Vehicle License Plate Number(s)

The City will obtain a criminal history conviction record from Washington State Patrol's Washington Access To Criminal History (WATCH) website for each solicitor listed on the application.

FEES:

- The non-refundable fee is \$55 for a Temporary 30-day license for EACH individual soliciting.
- Businesses with a tax-exempt status under 26 U.S.C. Section 501(c)(3), newspaper subscriptions, or farmers selling homegrown products are exempt from license requirements (this exemption does not apply to firewood).
- Veterans who present a certificate of honorable discharge to the City Clerk shall be exempt from payment of the fee as provided in RCW 73.04.050 through 73.04.060.

ADDITIONAL INFORMATION:

Please note that permits will be issued within five (5) working days of application delivery and are only valid for thirty (30) days – plan accordingly.

A copy of this permit will be sent to the Duvall Police Department.

Each person is required to keep their Solicitor's Permit on their person while working in Duvall and shall display it along with the state issued photo identification upon request of a prospective customer or law enforcement officer. (DMC 5.03.030(F))

Permitted hours for solicitation are: **9:00 AM to 8:00 PM or until dusk, whichever is earlier.**

No solicitor shall have any right to a stationary location in a public right-of-way. Soliciting shall occur only on private property with the owner's permission.

Solicitor licenses may be revoked or suspended at any time pursuant to DMC 5.03.035

NOTICE OF PUBLIC DISCLOSURE:

Information obtained on this application may be a public record. Accordingly, this application, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

Received Stamp	 City of Duvall Small Town. Real Life.	City Clerk's Office 15535 Main Street NE PO Box 1300 Duvall, WA 98019 (425) 788-1185 FAX (425) 788-8097 www.duvallwa.gov
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City Solicitor's License Application

This form must be completed (clearly printed or typed) and submitted to the City Clerk. All applicants for Solicitor License are subject to a background check. An approved license will be issued within 5 working days from received date of application. For questions, please contact the City Clerk at (425) 788-1185.

FOR STAFF USE ONLY	
Solicitor's License# 20 ____ -	Received By: Year Ending:
Applicant Name (include middle initial):	Applicant Home Phone #:
Applicant Home Address:	
Driver's License State and Number:	Date of Birth: mm/dd/yyyy
Vehicle Make, Model and Year:	Vehicle License State and Number:
Type of Product:	
Dates you plan to solicit within Duvall city limits:	
Have you ever been convicted of a crime, or do you currently have any pending criminal charges? ☐ Yes ☐ No <i>Solicitor applicant must divulge whether they have been convicted of a crime related to the sale or representation of any goods, wares, merchandise, or anything of value, and if so, the details thereof. Solicitor applicants convicted of a felony for burglary, felony theft, or felonies against a person within the last 10 years will be denied a solicitor's license.</i>	
Each individual solicitor operating within the City limits must obtain a license. See second page for additional licensee sections.	
Business/Organization Information including owner/officer information.	
Business Name:	Business Phone #:
Business Mailing Address:	WA State UBI #:
Owner/officer name:	Owner/officer Phone #:
<i>I have read and understand that failure to comply with Duvall Municipal Code 5.03 "Peddlers, Solicitors, and Canvassers" as provided to me is grounds for immediate revocation of the solicitor license. I understand that each individual solicitor is subject to a background check before issuance of solicitor license.</i> <i>I certify under the penalty of perjury under laws of the State of Washington that the above information is true and correct.</i>	
Signature:	Date:

Each individual solicitor operating within the City limits must obtain a license. Use the following additional licensee sections for others soliciting on behalf of the business listed on page 1.

Additional Licensee Information	
Applicant Name (include middle initial):	Applicant Home Phone #:
Applicant Home Address:	
Driver's License State and Number:	Date of Birth: mm/dd/yyyy
Vehicle Make, Model and Year:	Vehicle License State and Number:
Have you ever been convicted of a crime, or do you currently have any pending criminal charges? ☐ Yes ☐ No <i>Solicitor applicant must divulge whether they have been convicted of a crime related to the sale or representation of any goods, wares, merchandise, or anything of value and if so the details thereof. Solicitor applicants convicted of a felony for burglary, felony theft, and felonies against a person within the last 10 years will be denied a solicitor's license.</i>	

Additional Licensee Information	
Applicant Name (include middle initial):	Applicant Home Phone #:
Applicant Home Address:	
Driver's License State and Number:	Date of Birth: mm/dd/yyyy
Vehicle Make, Model and Year:	Vehicle License State and Number:
Have you ever been convicted of a crime, or do you currently have any pending criminal charges? ☐ Yes ☐ No <i>Solicitor applicant must divulge whether they have been convicted of a crime related to the sale or representation of any goods, wares, merchandise, or anything of value and if so the details thereof. Solicitor applicants convicted of a felony for burglary, felony theft, and felonies against a person within the last 10 years will be denied a solicitor's license.</i>	

Additional Licensee Information	
Applicant Name (include middle initial):	Applicant Home Phone #:
Applicant Home Address:	
Driver's License State and Number:	Date of Birth: mm/dd/yyyy
Vehicle Make, Model and Year:	Vehicle License State and Number:
Have you ever been convicted of a crime, or do you currently have any pending criminal charges? ☐ Yes ☐ No <i>Solicitor applicant must divulge whether they have been convicted of a crime related to the sale or representation of any goods, wares, merchandise, or anything of value and if so the details thereof. Solicitor applicants convicted of a felony for burglary, felony theft, and felonies against a person within the last 10 years will be denied a solicitor's license.</i>	