

**FACT SHEET FOR REGISTRATION STATEMENT FOR SOLICITORS PERMIT
(Application Information)**

1. Failure to follow the guidelines listed will be grounds for withdrawal of the permit.
2. Each Registration Statement for a Solicitors Permit shall be completed in full with ALL spaces filled in. If a space does not apply in your case, indicate so by placing "N/A" in the blank space. All fees must be submitted in full with the application. The \$75.00 fee includes the permit and processing. The fees are non-refundable.
3. The application shall be legible, accurate, and not contain misleading or false information. If a company or corporation is based out of state, a certified copy of its Certificate of Authority to do business in the State of Texas shall accompany the application. If the business is incorporated, a certified copy of the Charter or Articles of Incorporation shall accompany the application.
4. Valid Identification will be required for each individual regardless of company information. Each individual with each company must file a separate application to solicit.
5. Processing of your registration statement may take up to 5 working days. If additional time is necessary you will be notified by phone or by mail. No person(s) shall solicit prior to issuance of permits. Upon completion of the processing procedure, permits will be held no longer than five (5) working days if notification is by mail.
6. Each applicant shall be subject to a local record check. The DPS CCH verification form must be included with your packet. NOTE: You are NOT required to make an appointment with F.A.S.T. services unless there is a discrepancy in the results of the name and DOB search.
7. False or misleading information will be grounds for withdrawal or refusal of permit.
8. Applicants or companies whose certificate is revoked shall not be eligible for reapplication for six months from the date of the revocation. The revocation of certification twice in a twenty-four month period will prevent issuance for one year from date of last revocation.
9. Each person going door-to-door shall have their permit readily available on their person to display. Failure to do so shall be the same as soliciting without a permit.
10. Solicitation at a location posted as "NO SOLICITING," or similar sign, shall be cause for criminal charges and revocation of permit.
11. Solicitation is restricted to the hours of 9:00 A.M. to 5:00 P.M. on Monday – Friday only.
12. Any grievance, question or complaint about procedures shall be in writing addressed to: City Council, c/o City Secretary, 1800 Brazosport Blvd N., Richwood, TX 77531. A reply to such inquiries shall be made in 10 working days.
13. A copy of Article IV. - Itinerant Merchants, Peddlers, Solicitors, etc. of the Richwood Code of Ordinances is attached for reference.

Signature of Representative

Date

REGISTRATION STATEMENT FOR SOLICITORS PERMIT

(Application)

Received:_____ Fee Paid:_____ Permit #:_____

The requested information listed on this form must be complete, legible, and not misleading in order for the request to be processed.

Those items listed that do not pertain to your particular request shall be marked with "N/A" to indicate not applicable.

Each person listed for a soliciting permit shall appear in person during normal working hours with personal identification in order to receive the permit.

Valid Government Issued Identification is required of the person completing this form and a copy of such shall be attached to the application.

PERSON COMPLETING THE REGISTRATION FORM:

NAME:

(Last)

(First)

(Middle)

PERMANENT RESIDENCE ADDRESS AND PHONE NUMBER:

(Street)

(City)

(State)

(Zip)

(Telephone)

LOCAL ADDRESS:

(Street)

(City)

(State)

(Zip)

(Telephone)

Weight:

Height:

Sex:

Hair Color:

Social Security #:

Date of Birth:

Drivers License #:

State:

REGISTRATION STATEMENT FOR SOLICITORS PERMIT

Have you ever been convicted of a felony or a misdemeanor involving moral turpitude?

Yes ☐ No ☐

If you answered yes, list the following information for each incident:

Name at time of conviction

Nature of each conviction (include if felony or misdemeanor)

State in which each conviction occurred

Year of each conviction

Explanation of conviction

REGISTRATION STATEMENT FOR SOLICITORS PERMIT

ORGANIZATION REPRESENTED:

NAME:

(Individual, Firm, or Company)

PERMANENT BUSINESS ADDRESS:

(Street)

(City)

(State)

(Zip)

(Telephone)

LAST FOUR (4) COMMUNITIES WHERE BUSINESS CONDUCTED:

City	State	Starting Date	Ending Date
1.			
2.			
3.			
4.			

CORPORATION INFORMATION:

- Is this business a Texas Corporation? If so, supply a copy of Charter or Articles of Incorporation.

Supplied: YES ☐ NO ☐

- Is this a corporation under the laws of a state other than Texas? If so, you must provide a certified copy of a certificate to do business in the state of Texas.

Supplied: YES ☐ NO ☐

- List any current or previous related business names below.

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PERMIT**

*If this is a non-profit corporation, provide a certified copy of the non-Profit Certification of Incorporation from the State of Texas.

DESCRIPTION OF BUSINESS TO BE CONDUCTED AND RELATED ACTIVITIES:			
STATE THE CHARACTER AND DESCRIPTION OF THE COMMODITIES, GOODS, MERCHANDISE OR, SERVICE TO BE OFFERED:			
LOCATION(S) WHERE BUSINESS AND ACTIVITIES WILL BE CONDUCTED:			
VEHICLE INFORMATION:			
VEHICLE 1:	YEAR	MAKE	MODEL
COLOR	STATE	PLATE #	
VEHICLE 2:	YEAR	MAKE	MODEL
COLOR	STATE	PLATE #	
VEHICLE 3:	YEAR	MAKE	MODEL
COLOR	STATE	PLATE#	