



PEDDLER, SOLICITOR & PROFESSIONAL FUNDRAISER APPLICATION

To obtain a Peddler license to sell or register as a Solicitor/Professional Fundraiser within the city limits of St. Michael, each applicant must submit the following information to City Hall at the time of application:

- ✓ Peddler/Solicitor/Professional Fundraiser Application Form.
- ✓ Photo Identification for each Application. Examples are a driver's license, state issued identification card, passport.
- ✓ License Fee in the amount of \$100.00 per peddler. To be paid at the time of application.

Upon receipt of the completed application and payment of the license fee, the City Clerk or designee shall determine if the application is complete and order any background checks to verify the information provided within the application. The approval process can take up to 10 business days from the date that all the above required items are received at City Hall. Failure to submit all of the required documentation will delay the processing of the permit application.

Applicants will be notified of the approval or denial of the application

- ✓ If APPROVED, Each person is required to carry the approved license/registration with them at all times. The license will be valid for a period up to one calendar year from the date of issuance.
- ✓ If DENIED, the applicant will not be allowed to sell/solicit in the City of St. Michael.

A copy of the license application form is attached. If you have any further questions, please contact the Planning Department at (763) 416-7920 or by email at planning@stmichaelmn.gov.

Submit all information to: City of St. Michael
11800 Town Center Drive NE
St. Michael, MN 55376

PEDDLER & SOLICITOR/PROFESSIONAL FUNDRAISER APPLICATION

Each applicant for a Peddler License or Solicitor/Professional Fundraiser Registration must:

- Submit the application in person.
- Applicant's signature & background authorization box checked on page #2.
- Application must include proof of Certificate of Compliance for MN Worker's Compensation Law & Notification for License Involving Private or Confidential Information (Tennessean Warning) form.
- Provide copy of Government Issued Photo ID such as a license or passport
- Peddler License Fee: \$100/per applicant/per year.
- Solicitor/Professional Fundraiser Registration Fee: \$0/per applicant/must complete registration every calendar year.
- Fees are not pro-rated or refundable.

WHICH TYPE OF LICNESE DO I NEED?

DEFINITIONS:

Peddler – A person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place to place, to sell goods, wares, products, merchandise or other personal property that the person is carrying with them (or within the City) and delivering immediately upon the sale.

Solicitor – A person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place to place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products merchandise, other personal property or services which the person may be carrying or transporting sample, or that may be described in a catalog or by other means, and for which delivery of performance shall occur at a later time.

Professional Fundraiser – Any person who is paid to solicit for a religious, political, social, educational or charitable organization.

Transient Merchant – ****REQUIRES AN INTERIM USE PERMIT**** A person who temporarily sets up business out of vehicle, trailer, boxcar, tent other portable shelter, or empty store front for the purpose of exposing or displaying for sale, selling or attempting to sell, and delivering, goods, wares, products, merchandise or other personal property, and who does not remain or intend to remain in any one location for more than 14 consecutive days.



License Application/Registration For Peddlers, Solicitors & Professional Fundraisers

The Minnesota Data Practices Act requires that we inform you of your rights about private data we are requesting on this form. Private data is available to you, but not the public. We are requesting this data to determine your eligibility for issuance of a license or to register as a solicitor in the City of St. Michael. You are not legally required to provide the data, however, refusing to provide the data may not cause your application to not be processed.

Applicant Information:

MR. MS. _____
(Circle one) *First Name *Middle Name *Last Name

_____ *Permanent Home Address (Street, City, State, Zip) *Permanent Home Phone #

_____ *Local Address (where you will reside while conducting business in city) *Local Phone #

_____ *Email Address *Social Security Number- ONLY needed for peddler

_____ *Driver's License Number *State Issued *Date of Birth

_____ Weight (lbs.) Height (feet/inches) Eye Color Hair Color

Business Information:

Business Name: _____

Address: _____ City/State: _____ Zip: _____

Phone Number: _____

State Sales Tax Number, Federal Tax ID Number: _____

Supervisor's Info: _____
Name & Telephone # (Must be available during hours of activity)

Vehicle Information:

Vehicle Information (for any vehicles used in connection with the activity):

_____ Make Model Color Year License Plate #

_____ Make Model Color Year License Plate #

(Continued on back side)

Business Information:

Description of business and products to be sold: _____

Where is the local point of distribution (address): _____

Will you have the merchandise in your possession when going door to door? Yes No

Additional Information:

Dates you are applying for the license: _____

Please Note: No soliciting between the hours of 9:00 p.m. and 8:00 a.m. or anytime on Sundays per City Ordinance.

List the three most recent locations where you have conducted business as a peddler or solicitor:

Have you been convicted within the last 5 years of any felony, gross misdemeanor, misdemeanor or petty misdemeanor for a violation of any state or federal statute or any local ordinance, other than a petty misdemeanor traffic violation? Explain below the offense you were charged with, the location (City, County, State), what you were convicted of, the sentencing you received (fine, probation, parole, etc.) and the current status of your sentencing. _____

I authorize the City of St. Michael to complete a background check for the purpose of processing my license or registration application request

I agree to operate such business in accordance with the laws of Minnesota and the ordinances of the City of St. Michael. These statements are true, correct and are made with the knowledge that this information may be public. False disclosures are subject to perjury proceedings and forfeiture of the license application.

Applicant's Signature

Date

Submittal Checklist:

- Application filled out (signature and background authorization checked on page 2).
- Copy of driver's license or valid government issued photo identification.
- Application must include proof of Certificate of Compliance for MN Worker's Compensation Law & Notification for License Involving Private or Confidential Information (Tennessean Warning) form.
- Application must be submitted in person.
- Peddler application only: \$100 fee, payable to "City of St. Michael"
- Solicitor/Professional Fundraiser Registration Fee: \$0/per applicant/must complete registration every calendar year.

Office Use Only:

Date Received: _____

Date Sent for Background Check: _____

Date Approved or Denied: _____

Comments: _____



11800 Town Center Dr. NE
St. Michael, MN 55376
Phone: 763-497-2041
www.stmichaelmn.gov

Notification for License/Registration Involving Private or Confidential Information (Includes Tennessean Warning)

In connection with your request for a license the City of St. Michael has asked that you provide information about yourself which is classified as either private, confidential, nonpublic or protected nonpublic under the Minnesota Government Data Practices Act (M.S.A. 13.04). This means that this is data not ordinarily available to the general public. Accordingly, the city is required to inform you of the following:

1. The purpose and intended use of the information requested is: To determine if you are eligible for a license/registration from the City of St. Michael.
2. You are not legally obligated to supply the requested information
3. The known consequences of supplying the requested information are that the information of further investigation could disclose information, which could cause your application to be denied.
4. The known consequences of refusing to supply the requested information are that your request for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license or permit within the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statue 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as ground for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.
8. During the application process, your name and address may be released to the public. If the license is granted, all the data supplied will be available for inspection by the public.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice and has received a copy of this notice.

Signature of Applicant

Date



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CERTIFICATE OF COMPLIANCE MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. The information will be collected by the licensing agency and retained in their files.

The information is required by law and licenses and permits to operate a business may not be issued or renewed if it is not provided and /or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name: _____
(NOT the insurance agent)

Policy Number: _____

Dates of Coverage: _____ to _____

(or)

I am not required to have workers' compensation liability coverage because:

- I have no employees
- I am self-insured (include permit to self-insure)
- I have no employees who are covered by the workers' compensation law (these include: spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Name: _____
(last, first, middle)

Doing Business As: _____
(Business name if different than your name)

Business Address: _____

City, State, Zip: _____ Phone: () _____

Signature: _____ Date: _____