



Issue Date _____

CITY OF WENTZVILLE, MISSOURI SOLICITORS LICENSE APPLICATION

The following items are required for the license:

- _____ \$25.00 Administrative Fee (Paid each time license is applied for)
- _____ 2x2 Current Digital Photo taken within 60 days
- _____ Copy of sales pitch
- _____ Copy of the Missouri Sales Tax License or a Missouri Registration Certificate must be provided.

_____ State Highway Patrol Background Check issued not more than 6 months prior to proposed last date of the solicitors license date from the State of applicant's permanent residence. (For Missouri residents, the website is: www.msdp.dps.missouri.gov)

_____ Letter of No Tax Due dated with in the last 30 days

_____ \$7.50 per day license fee for _____ days _____ Copy of driver's license

_____ Copies of Ordinance 3707 of the Wentzville Municipal Code was given to applicant. If not given to the applicant, why?

_____ Credentials establishing the exact relationship with employer and employee. On company letterhead list applicant(s) applying for a license; signed by business owner or president of the company.

_____ List the days (Monday-Saturday): _____

_____ List the times: _____ (permitted only between the hours of 10 a.m. and 30 minutes before sunset). **SUNDAYS ARE PROHIBITED**

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED TO START THE PROCESS. PLEASE ALLOW 5 BUSINESS DAYS FOR SOLICITORS LICENSE TO BE PROCESSED AND ISSUED.

TO BE COMPLETED FULLY BY APPLICANT: _____ For Profit _____ Not For Profit

- Land line
- Cell phone

Applicant name: _____ / / _____ ()
Date of Birth Phone Number.

- Land line
- Cell phone

Permanent Home Address: _____ ()
Street, City, State, Zip Alt. Phone Number

Full Local Address: _____
Street, City, State, Zip

- Land line
- Cell phone

Employer Name: _____ ()
Phone Number.

Employer Address: _____
Street, City, State, Zip

If an issue arises we must be able to contact a Supervisor. This information is required.

Supervisor's Name: _____ ()
Phone Number

- Land line
- Cell phone

Supervisor's Permanent Home Address: _____ ()
Alt. Phone Number

- Land line
- Cell phone

Supervisor's Local Address: _____
Does the Supervisor have a Solicitor's License with the City of Wentzville? Yes or No
Will he/she be applying for a license with the City of Wentzville? Yes or No
Will the Supervisor be in the city limits of Wentzville when you are soliciting? Yes or No

Vehicle Make _____ Model: _____ # of passenger seats _____

Vehicle License Plate #: _____ State: _____

Will you be the driver of this vehicle? Yes _____ No _____

If you will not be driving the vehicle listed, then provide the name of the person you will be riding with: _____

Name and description of the nature of the business and goods to be sold: _____

The place where the goods or property proposed is to be sold or orders taken for the sale thereof are manufactured or produced, where such goods or products are located at the time such application filed, and the proposed method of delivery:

Has applicant ever been convicted of any crime, misdemeanor or violation of any municipal ordinance? ___Yes _____No Explain nature of offense(s) and punishment or penalty assessed therefore:

Has applicant ever had a charter, registration permit or license denied, suspended, revoked or enjoined by any court or governmental authority? _____ Yes _____ No

I have received and read the Ordinance 3707

Initials Date

Per Ordinance 3707 I understand that there will be no refund of the administration fee if license is not approved.

Initials Date

I authorize a copy of this application be used in the occurrence of an extension or renewal of this license by my current employer as listed on this application.

Initials Date

I hereby testify that the above information is correct, valid and truthful and that I understand the information provided.

Applicant Signature Date

State Highway Patrol Check:	
Reviewed & Approved by Wentzville Police Dept.	
_____ Signature	_____ Date