



"meeting community needs
.....enhancing quality of life"

**LICENSE APPLICATION for
COMMERCIAL SOLICITATION LICENSE**

FEES ARE NON-REFUNDABLE		Date Recv'd ___/___/___
<input type="checkbox"/> Company License	\$200.00	Acct. 11030.4317
<input type="checkbox"/> Additional Employee License	\$ 50.00	Acct. 11030.4317
<input type="checkbox"/> Investigation fee	\$ 7.00	Acct. 100.2359
Total fee paid \$ _____		Receipt _____
<input type="checkbox"/> Original Application <input type="checkbox"/> Renewal – License # _____		

6 MONTH LICENSE: APRIL 1 TO SEPTEMBER 30 & OCTOBER 1 TO MARCH 31

SECTION 1 – COMPANY INFORMATION – Answer all questions completely. Please PRINT clearly

Name of Company Holding License

Company Street Address

City

State

Zip

Company Telephone Number

Type of Sales:

Door to Door Solicitation Specific Location in City _____

Type of Merchandise or Services – List specific product(s) or actual services being provided:

Contact Phone Number while in the City of Appleton



THIS INFORMATION MUST BE PROVIDED

SECTION 2 – EMPLOYEE INFORMATION – Every employee over 18 years of age is required to complete an application form. If employees are minors, you must show proof of State Street Trade Permit pursuant to Wisconsin Act 113.

Name of Employee (Last, First, MI)

Are you the main employee contact for this company?

Yes

No

Employee Home Street Address

City

State

Zip

Driver's License Number

State licensed in

Date of Birth

Sex

SECTION 3 – VEHICLE IDENTIFICATION – Vehicle to be used for solicitation purposes

Make of Vehicle

Year

Color

License Plate No.

State Licensed In

SECTION 4 – PENALTY NOTICE

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: _____

FOR OFFICE USE ONLY

Dept

Approve

Deny

By

Reason

POLICE

CITY SEALER

Date sent for approvals

Date Issued

Expiration Date

License Number

COMMERCIAL SOLICITATION LICENSE

- Commercial Solicitation Licenses for the City of Appleton are issued for a six month time period. From April 1 to September 30 and October 1, to March 31. The process to obtain a Commercial Solicitation License takes approximately 5 business days from the date of application until the date of issuance and requires approval from several City departments. Commercial Solicitation Licenses contain a current photo of the license holder – these are taken at the City Clerk’s office. The license is a photo ID card which needs to be prominently displayed on your person when performing door to door solicitation.
- To apply for a Commercial Solicitation License, file your completed, signed application form with the City Clerk’s office. Applicants must be at least 18 years of age to apply. If employees are under 18, proof of State Street Trade Permit pursuant to Wisconsin Act 113 must be provided at time of application.
 1. A license is needed for the company.
 2. A license is needed for each employee working for the company.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:

Company license – Initial \$207.00 - \$200.00 application fee + \$7.00 Police investigation fee
Employee license – Initial \$57.00 - \$50.00 application fee + \$7.00 Police investigation fee
- QUESTIONS? Please call 832-6443.