



SOLICITOR'S PERMIT APPLICATION

PART A – PERMIT INFORMATION

You must complete the permitting process prior to beginning work as a solicitor in the City of Green Bay. File this form with the Green Bay City Clerk's Office, 100 N Jefferson Street. You must present a valid Driver's License or government issued ID, a passport-size photo and a background check from any other **state** that you have resided in, or any **state** that you have an arrest record in (Felony, Misdemeanor, or Ordinance Violation Convictions and Pending Cases). You will be providing the printout of the background check, or a clearance letter (stating no records found) from each **state**. Upon approval of the Police Department, you will be issued a pictured permit. You must wear the permit at all times while soliciting. There is a non-refundable administrative application fee of \$15.00.

PART B - TO BE COMPLETED BY APPLICANT

- License Type: 30-Day; - Starting Date _____ Calendar Year _____
- Full Name of Applicant (LAST, FIRST, MI): _____
- Aliases (INCLUDING MAIDEN NAME): _____ Date of Birth: _____
- Permanent Residence Address: _____
STREET ADDRESS CITY, STATE & ZIP CODE
- Home, Business, and Mobile Phone #'s: _____
- Felony, Misdemeanor, or Ordinance Violation Convictions and Pending Cases: (PLEASE PAPERCLIP BACKGROUND CHECKS TO APPLICATION):
 If you don't have any please write "NONE".

- Employer's Name & Business Address: _____

- Supervisor's Name & Phone #: _____
- Items to Be Sold/Purpose of Solicitation (CONTINUE ON BACK IF NECESSARY): _____

- Time, Date, and Location(s) of Solicitation (CONTINUE ON BACK IF NECESSARY): _____

READ CAREFULLY BEFORE SIGNING. Under penalty provided by law, applicant has truthfully answered the above questions to the best of the applicant's knowledge. Any inaccurate or untruthful answer may be grounds for prosecution and invalidates the permit. Applicant understands that any activity engaged in is limited to the representations made on this application and by the provisions of Sections 6.201 through 6.212, Green Bay Municipal Code.

YOU MAY NOT WORK UNTIL YOU GET YOUR APPROVED PERMIT

(Signature of Applicant)

(Date)

PART B – FOR CITY USE ONLY

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|---------------------------------------|-----------------------------|----------|--------------------------|
| Date Filed and Fees Paid: _____ | Copy of Driver's License/ID | Attached | <input type="checkbox"/> |
| Valid Dates for 30-Day License: _____ | Copy of Background Check(s) | Attached | <input type="checkbox"/> |
| Police Department _____ | Passport-Sized Photo | Attached | <input type="checkbox"/> |

FORM GB-6.203 (3/2019)