



SOLICITOR PERMIT APPLICATION PACKET

- 1. Instructions for Obtaining a Solicitor Permit**
- 2. Application**
- 3. Request for Live Scan Service Application**
- 4. San Carlos Municipal Code: Solicitation, Do Not Knock, and Handbill**

If you have any questions, please feel free to contact the San Mateo County Sheriff's Office at 650-802-4277 or the San Carlos City Clerk's Office at 650-802-4222 between the hours of 8am and 5pm, Monday through Friday.



City of San Carlos & SMC Sheriff's Office
Solicitor Permit Application Packet and Instructions



600 Elm Street
San Carlos CA 94070

Phone: (650)802-4277
Fax: (650) 595-3049

OBTAINING A SOLICITOR'S PERMIT IN THE CITY OF SAN CARLOS

You must be fingerprinted. The City of San Carlos does not provide LIVESCAN fingerprinting service. You will need to pick up the Request for LIVESCAN Service form and contact an agency who provides LIVESCAN fingerprinting service to schedule an appointment. For a list of locations: <https://oag.ca.gov/fingerprints/locations>

You will also need to bring in 2 current color passport size photographs on photo paper of yourself. Fingerprint results from the California Department of Justice can take 1-3 weeks. You MAY NOT solicit before we receive clearance and the application process is completed. We do not issue temporary permits. Permits are issued for 90 days with a one-time 90 day extension.

COSTS INVOLVED:

Business Registration

-Prior to submitting your solicitor's permit application, please contact the Finance Department at 650-802-4215 to obtain the cost of yearly business registration.

Fingerprinting Fees

- Currently \$39 base fee: **State, Federal (FBI) and local fees will also apply.**
- Fingerprint rolling fees (this can vary from location to location)

After receiving approval to obtain the Solicitor's Permit from the Sheriff's Office in the City of San Carlos (we will notify you by phone or email), you must obtain a business registration license from the Finance Department (located in San Carlos City Hall).

A SEPARATE SOLICITOR'S PERMIT IS NEEDED FOR EACH INDIVIDUAL WHO WILL BE SOLICITING. THE BUSINESS ITSELF NEEDS ONLY ONE CURRENT BUSINESS REGISTRATION ON FILE.

Solicitors are required to review the DO NOT KNOCK Registry prior to solicitation efforts and shall not solicit at any premises identified on the list.

View list here: <http://www.cityofsancarlos.org/howdoi/view/default.asp>

Solicitors are also required to review the REFUSAL OF CONSENT Registry prior to solicitation efforts and shall not solicit at any premises identified on the list.

View list here:

http://www.cityofsancarlos.org/depts/cityclerk/refusal_of_consent_form.asp



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SOLICITOR PERMIT APPLICATION

APPLICANT INFORMATION			
Last Name		First	M.I.
Home Address			Apt/Unit#
City		State	Zip Code
Work Address			Building/Suite #
City		State	Zip Code
Day Ph:	Eve Ph:	Cell Ph:	Email:
Date of Birth		Driver License #	Alt. Contact#

SOLICITATION INFORMATION (PLEASE CIRCLE THE ANSWER THAT APPLIES)					
ITEM(S) BEING SOLD/SOLICITED:					
Personal Contact	Yes No	Paid Solicitors	Yes No	Television	Yes No
Telephone Appeal	Yes No	Volunteer Solicitors	Yes No	Radio	Yes No
Direct Mail	Yes No	Solicitation from Firms	Yes No	Newspaper	Yes No
House to House Canvass	Yes No	Employee Solicitation	Yes No	Program Advertising	Yes No
Rummage Sale	Yes No	Box Office Sale	Yes No	Advance Ticket Sale	Yes No
Sale of Merchandise	Yes No	Cash Donations	Yes No	Other (Explain):	Yes No

I certify that all the statements are true and correct and I authorize a background investigation into all information contained herein. I agree and understand that misstatements of facts will constitute grounds for denial or revocation of any permit.

Signature _____ Date _____

Print Name _____

(Office Use Only)

Business License Completed Application Live Scan/Fingerprints CLETS Return

Proof of ID Approved: _____ Denied: _____ Date: _____



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BUSINESS/CLUB/ORGANIZATION INFORMATION	
Business/Organization Name	Contact Person
Address	Bldg/Ste #
City	State/ZIP
Business Phone and/or Internet Home Page	Tax ID#

1. Does the group sponsoring the solicitor have non-profit status in the State of California? **YES NO**

2. Please check the following that apply:

Membership Corporation Partnership Fraternal
Charitable Religious Benevolent Other _____

3. Has anyone involved with this organization or business submitted any prior applications to the City of San Carlos or the San Mateo County Sheriff's Office? **YES NO**

4. Has this organization or business ever been known by any other name? **YES NO**
If yes, former name of the organization _____

5. Has this organization or business ever been denied a permit request in the City of San Carlos or any other City? **YES NO**
If yes, name of other City _____

I certify that I have been duly authorized by the above entity to represent them in this matter. I attest that all statements made in this application are true and correct. **I/We agree to comply with all Municipal Codes of the City of San Carlos and all requests of the San Mateo County Sheriff's Office.** I further understand that any false statements made in this application are grounds for denial or revocation of the Solicitor Permit.

Signature _____ Date _____

Print Name _____