



CITY OF SNOHOMISH

116 UNION AVENUE | SNOHOMISH, WASHINGTON 98290 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

Solicitor/Canvasser Information

Thank you for your interest in obtaining a Solicitor/Canvasser Business License for the City of Snohomish. In order to operate as a Solicitor/Canvasser in the City limits, specific forms and requirements must be completed before a license is issued. An application is not considered complete until all required materials and fees are received.

Upon receipt of a completed State BLS application, the City will conduct an investigation of the applicant, and a fingerprint (background) check will be done by the Washington State Patrol. A Solicitor/Canvasser license will not be issued until the investigations are complete, and the applicant approved.

Since the issuance of a Solicitor/Canvasser license is dependent on the return of the fingerprint check from the Washington State Patrol (WSP), and fingerprint card return times can vary greatly, please plan accordingly. Make sure to submit your completed Solicitor/Canvasser application well in advance of your anticipated soliciting start date. **Please allow six to eight weeks**, though times may vary depending on WSP processing capabilities.

Until a license is issued, the solicitor/canvasser may not operate in the City limits of Snohomish. Failure to comply with the requirement of maintaining a current City of Snohomish business license while engaging in business activities shall be considered a civil infraction pursuant to [SMC 1.01.080](#)

EACH individual Solicitor/Canvasser must submit the following:

- Apply for a State UBI# at [DOR Washington State](#)
- **NON-REFUNDABLE** license/background check fee
 - Contact the City Clerk's Office or check the City's website for current fees
 - [WSP Identification and Background Check Fingerprint based](#)
 - [City of Snohomish Solicitors/Canvassers, License Fee](#)
- Solicitor/Canvasser license application form.
- Release of information and background check authorization form.
- A 2-inch by 3-inch color photo of the head and shoulders taken within sixty days of the date of application.
- A complete set of fingerprints taken by a private fingerprinting company.
- \$1,000 bond executed by a surety company, or in lieu thereof, a cash bond conditioned upon the making of final delivery of the goods and merchandise ordered or services to be performed. This bond shall be in effect for a period of ninety days after the expiration of the license. (Multiple solicitors may be covered under one insurance bond in an amount equal to \$1,000 per solicitor, i.e. \$5,000 for five solicitors).

If you have any questions, please contact HR Specialist Jeremy Harrod at 360-913-4479, or email to CityClerk@snohomishwa.gov.

Completed By: _____ Initials: _____ Date: _____