



# CITY OF SNOHOMISH

P.O. Box 1589 · SNOHOMISH, WASHINGTON 98291 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

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, and fingerprint card return times can vary greatly (often 2-6 weeks), please plan accordingly. Make sure to submit your completed Solicitor/Canvasser application well in advance of your anticipated soliciting start date. 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, a copy of which is included.

## **EACH individual Solicitor/Canvasser must submit the following:**

- Apply for a State UBI# at <http://bls.dor.wa.gov>
- \$44.25 (Resident) OR \$54.25 (Non-Resident) **NON-REFUNDABLE** fee:
  - \$25 investigation fee
  - \$19.25 Washington State Patrol fingerprint/background check fee
  - \$10 non-resident fingerprinting 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 Deputy City Clerk Brandi Whitson at 360-282-3181.



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## SOLICITOR/CANVASSER LICENSE APPLICATION

Additional information is required before a Solicitor or Canvasser license will be issued. When the application is received, the applicant will pay the appropriate non-refundable license fee, plus a \$25.00 fee to cover the cost of investigation of the applicant. The applicant will then obtain a fingerprint card from a private fingerprinting company and provide it along with this application. The applicant will be required to provide a 2 x 3" photograph, showing the head and shoulders, which has been taken within the last 60 days. A bond in the penal amount of \$1,000 must be executed by a surety company or in lieu, a cash bond in that amount conditioned upon the making of final delivery of the goods or 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.

The information that is required for a Solicitor or Canvasser license are as follows:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

Telephone #: \_\_\_\_\_

2. Permanent home address: (if different than above):

\_\_\_\_\_ *Street City State Zip*

3. Local address: \_\_\_\_\_  
*Street City Zip*

4. Description of the business and the goods and/or services to be sold: \_\_\_\_\_

5. Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Employer's Telephone #: \_\_\_\_\_

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6. For what length of time is the license requested? \_\_\_\_\_

7. Where are the goods or personal property that are proposed to be sold, or for which orders are to be taken, manufactured or produced? \_\_\_\_\_

8. What is the current location of the items proposed to be sold and the proposed method of delivery? \_\_\_\_\_

9. Please provide the names and addresses of two reliable Washington State property owners who will certify that the applicant is of good character and business responsibility:

1) Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

2) Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

10. Have you ever been convicted of any crimes, misdemeanors, or violations of municipal ordinances?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give the location of the courts where convicted, the nature of the offense, and the punishment or penalty assessed for each: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_