



# Solicitation License Application

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- Each *individual*, regardless if all solicitors are from the same company, that is soliciting within the City of Harrisburg is required to obtain a Solicitation License by filling out an Application.
- Each license application shall have a fee of \$200.00 paid at the time of application submittal. This fee will cover the background check and administrative services provided for each individual.
- In addition, each individual applying for a solicitation license shall be required by the City Council of the City of Harrisburg to come before said Council at a regularly scheduled meeting before a license shall be issued.

Name: \_\_\_\_\_

Physical Description: Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_

Eye Color \_\_\_\_\_ Sex M or F

Permanent Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Local Address (if any): \_\_\_\_\_

Local Phone Number: \_\_\_\_\_

Briefly describe the nature of your business, and the goods or services to be sold. If products are from a farm or orchard, please supply a statement of whether the produce to be sold is grown by the applicant.

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Employer's Business Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

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Your position with the employer: \_\_\_\_\_

(Please provide us a copy of the appropriate credentials. I.e., business card, employee card, etc.)

Please include a photograph, taken within the last 60 days prior to this application filing date. The photograph shall be a minimum size of 2" by 2" showing the head and shoulders of the applicant in a clean and distinguishing manner.

A criminal background check requires that we have your social security number, and date of birth. This material is considered protected information, and unlike the rest of the information on this license, may not be shared with the public. Refusal to submit required information can result in an automatic decline of your application. Solicitation permits are for a period of one year. The renewal fee on an annual basis is \$50. Approval of a solicitation license will not be granted until a

cleared background check is received. Any lapse of renewal of an existing license will require that the solicitation process start anew.

I, \_\_\_\_\_ have read the ordinance HMC 5.10 and will hereby abide by the rules and regulations set forth by the City of Harrisburg.

Signature of Applicant: \_\_\_\_\_  
Date of signature: \_\_\_\_\_

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The following is private and confidential information, exempt from Public Disclosure Laws.

Social Security Number:

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

\*The City of Harrisburg uses the Oregon State Police for its background checks.