

## **SOLICITOR'S LICENSE / PERMIT**

### **Required Documents for Submittal**

1. Completed application form (**form must be NOTARIZED**)
2. \$5000 cash bond per applicant, Provide one of the three options below:
  - a. \$5000 Cash Bond (see City of McKinney ordinance: bond)  
**OR**
  - b. \$5,000 Surety Bond  
**OR**
  - c. Certificate of Insurance of Liability Insurance. **Note: Certificate must name the City of McKinney as the certificate holder.**
3. Reference showing status of the firm or company applying for permit(s):  
Provide **one** of the references below:
  - a. Financial rating publication, **OR**
  - b. DBA, or other certification demonstrating validity of business, **OR**
  - c. Two letters of recommendation from two citizens concerning your business.
4. Certificate or letter for each applicant on form from the president, VP, gen. manager, or other who can **verify applicants' employment**
5. Five (5) references for **each** applicant on form)
6. Two recent photographs (1-2" square) for **each** applicant on form
7. Copy driver's license of **each** applicant on form
8. Cost **per applicant** on form:
  - a. \$35 background check fee
  - b. \$15 for ID card

### **Notes**

- No business or non-profit organization can obstruct traffic by selling or soliciting on a street corner or on any street.
- No car flyers
- Exemptions: Religious, Girl Scouts, Boy Scouts, or State licensed persons (e.g., real estate agents) (see the City of McKinney Ordinance for exemptions).
- If you are **EXEMPT**, you will only need to provide the following:
  - Completed application (**Form must be NOTARIZED**)
  - Copy of Driver's License
  - Copy of State Issued License (Real Estate, Broker, etc.)



EXEMPT	OFFICE USE ONLY
<input type="checkbox"/>	Permit # _____
	Expiration Date: _____
	Background Receipt# _____
	Permit Receipt # _____

MCKINNEY POLICE DEPARTMENT  
2200 Taylor Burk  
McKinney, Texas 75071  
(972) 547-2820

## CITY OF MCKINNEY SOLICITOR PERMIT

**NOTICE TO APPLICANT:** A non-refundable application fee in the amount of \$35.00 must accompany each applicant named on application for processing permit. If the application is approved, there will be an additional \$15.00 for each identification card issued. All information contained in this application is subject to verification by the McKinney Police Department.

NAME OF APPLICANT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ RACE: \_\_\_\_\_ SEX: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_

### PROVIDE THE FOLLOWING INFORMATION IN FULL:

Goods/Merchandise to be sold: \_\_\_\_\_

Method of Solicitation: (flyers, speaking with people) \_\_\_\_\_

List cities in which you have sold door-to-door in the last six months:

\_\_\_\_\_

State License Information:

Type of License (Real estate, Broker, etc.) \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

I affirm that I have read the application and that all information contained herein is true and correct. I understand that failure to provide all information requested or providing false information is ground for denial or revocation of a permit, and attest that such permit will not be used as or represented as an endorsement by the City of McKinney.

Date \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_

DATE DENIED:

BUILDING OFFICIAL: \_\_\_\_\_