

DOCUMENTS NEEDED TO GET A NON-PROFIT SOLICITORS LICENSE

1. Some type of identification from the organization you are from. (Letterhead, card, etc.)
2. Our application filled out with names, addresses and dates of birth of everyone who will be going door to door.
3. Two pictures of everyone going door to door.
4. In cases of large numbers of individuals (Boy Scouts, etc.) we require the name, address and date of birth of every leader or supervisor in each area and the phone number where they may be reached.
5. You **must** have a valid certificate from the Attorney General's Office showing that you are a non-profit organization.
6. If you are driving you must get a certified copy of your driving record from the Secretary of State.
7. You must supply us with a recent copy of your criminal history from the state of Michigan. (Available through the internet at www.michigan.gov) ICHAT ICON.

SOLICITOR - CANVASSER LICENSE



ROSEVILLE POLICE DEPARTMENT
CHIEF RYAN MONROE
29753 GRATIOT
ROSEVILLE, MI 48066
(586) 447-4475 / FAX (586) 445-5066

LICENSE FEE:

License is issued subject to conformance by applicant to all ordinances, rules and regulation of the City of Roseville.

BUSINESS NAME: _____ PHONE: _____

BUSINESS ADDRESS: _____
street city state zip

MANAGER/SUPERVISOR: _____ PHONE: _____

APPLICANT NAME: _____ PHONE: _____

APPLICANT ADDRESS: _____
street city state zip

LOCATION WHERE BUSINESS WILL BE CONDUCTED: _____

DESCRIPTION OF MERCHANDISE: _____

I certify that all statements on this application are true. I understand that any false information may result in the revoking or suspension of the above license.

Signature: _____

AFFIX PHOTO HERE:

Print Name: _____

REQUIREMENTS:

- Complete Application
- Obtain criminal history on www.michigan.gov ICHAT Link
- Photos - must be 2" by 2" in size. (Can be obtained at any drugstore or Kinko's)
- \$2,000.00 surety bond
- \$200.00 per solicitor
- If vehicle is used, a copy of registration and insurance is needed.
- If vehicle is used, a certified copy of driving record from the Secretary of State and vehicle needs to be inspected by Police Department.

OFFICE USE ONLY

- Route to D.C. D.C APPROVAL : _____
 - Route to Traffic for approval - only if car used TRAFFIC BUREAU APPROVAL : _____
 - Collect fee, Have applicant sign license form.
 - Attached photos to license
- POLICE DEPARTMENT Approval: _____ Date: _____