

**CITY OF WILLARD, MISSOURI  
SOLICITORS LICENSE APPLICATION CHECKLIST**

Welcome to the City of Willard. Thank you for choosing to do business in the City of Willard. Below is a checklist of steps to help expedite your application.

1. Fill out/complete the APPLICATION FOR A SOLICITATION LICENSE for each individual (peddler, solicitor, canvasser, etc.) who will be involved in the selling, solicitation, taking of orders or delivery on behalf of the person, corporation, partnership, limited liability company, limited liability partnership, professional corporation, sole proprietorship, association of persons, etc.

2. Fill out/complete the REQUEST FOR CRIMINAL RECORD CHECK for each individual (peddler, solicitor, canvasser, etc.) who will be involved in the selling, solicitation, taking of orders or delivery on behalf of the person, corporation, partnership, limited liability company, limited liability partnership, professional corporation, sole proprietorship, association of persons, etc. The applicant will bear the cost of obtaining the criminal history record per the fee established by the State of Missouri. Such criminal history shall be good for the period of January 1<sup>st</sup> through December 31<sup>st</sup> of the year of application.

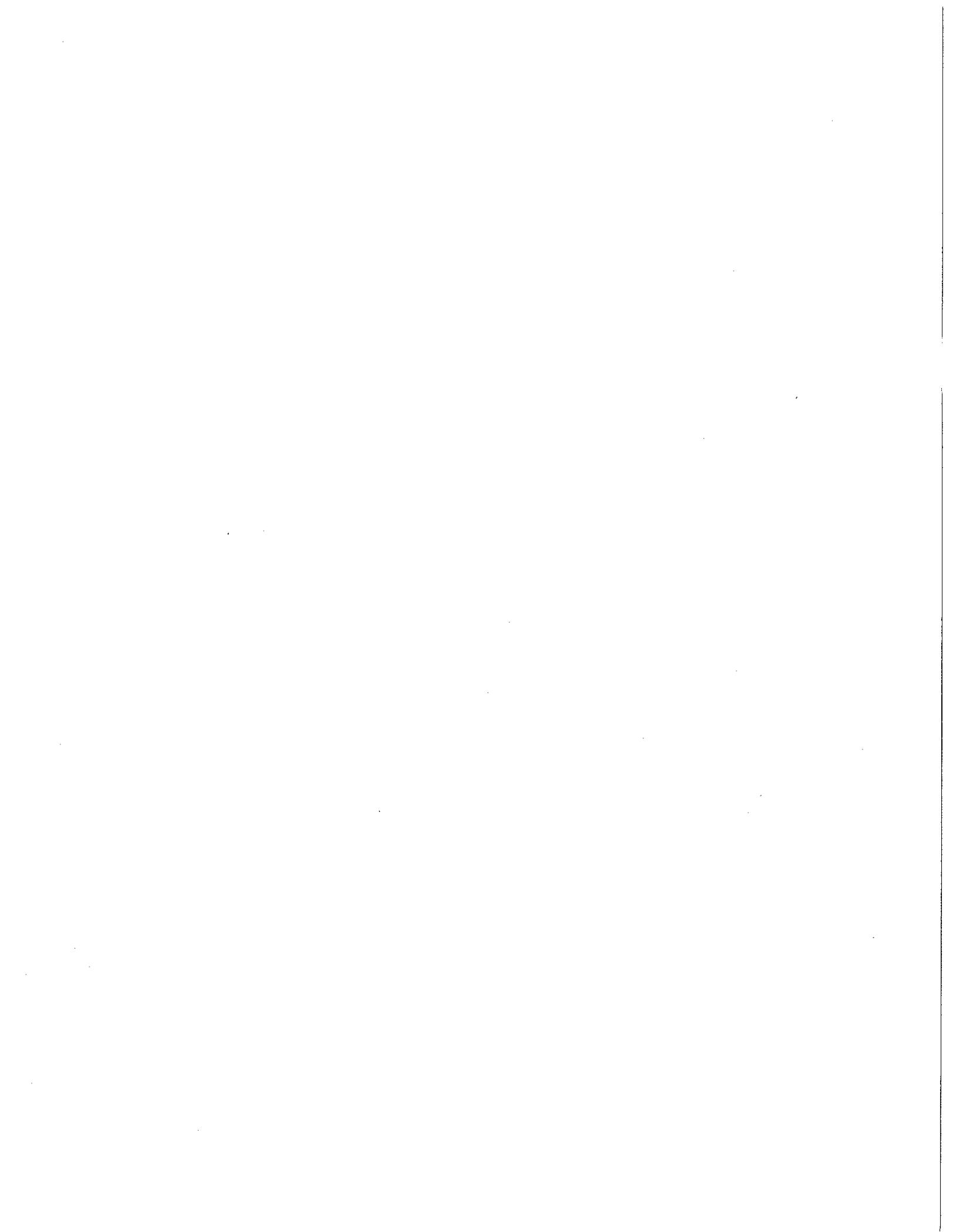
3. A valid City of Willard business license must be applied for and issued to the corporation, partnership, limited liability company, limited liability partnership, professional corporation, sole proprietorship, association of persons, etc. for which the solicitor is working for.

4. After the APPLICATION FOR THE SOLICITATION LICENSE and the CRIMINAL RECORD HISTORY have been paid for and processed, the City will issue the Solicitor's License if all of the above items/steps/processes are or have been approved.

**PUBLIC SOLICITATION HOURS**

Public solicitation hours shall only be allowed between the hours of 10:00 a.m. through 6:00 p.m. Monday through Friday and between the hours of 12:00 noon through 6:00 p.m. Saturday.

No solicitation is allowed on Sundays.



# City of Willard, Missouri

## Application for Solicitors License

Organization	Date of Application		
Business Address			
Name of Applicant for Solicitation ID	Date of Birth		
Permanent Address	Phone		
Local Address	Phone		
Sex	Marital Status	Name of Spouse, If Applicable	
Is applicant a U.S. Citizen?	If no, Alien Registration Number	Visa Status	
Height	Weight	Eye Color	Social Security Number(last four(4) numbers)
Drivers License Number/State		Vehicle License Number/State	
Description of vehicles to be utilized			
Brief description of the proposed activity subject to this identification request			
Have you been convicted of a felony in the last five (5) years? If so, please state the nature of the offense, penalty imposed, and the location of the offense.			
Have you ever been convicted of any crime involving moral turpitude? If so, give the nature of the offense, the state where the conviction occurred and the year of such conviction.			

Have you had your solicitation privileges denied or revoked by any governmental entity in the last three (3) years? If so, provide the name of each entity denying or revoking said privileges as well as the reason and date of each denial or revocation.

If funds are solicited, provide the name and permanent address of organization or person who can provide a prospective donor with more information about the purpose of funds solicited, and from whom information can be obtained as to the description of all funds collected.

Names and addresses of organization or person for whom solicitors receive donations or profits.

Other information.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that falsified statements on this application shall be grounds for denial of solicitation privileges.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous solicitations and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing same to the City of Willard.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**City Clerks' Office Use Only**

**Solicitor License Issuance Date:** \_\_\_\_\_

**Business License Number:** \_\_\_\_\_

**SECTION 605.020: PREREQUISITES FOR ISSUANCE OF LICENSE**

A. *Payment of License Fee.* Any person, firm, partnership or corporation who shall desire to take out any license as provided by this Article shall pay over to the City Clerk the amount of license fee as provided in this Article and the City Clerk shall issue his/her license and receipt.

B. *Payment Of Taxes.* No license shall be issued until all personal taxes and license taxes of the applicant for such licenses for the previous years shall have been paid.

C. *Retail Sales.* The possession of a retail sales license and a statement from the Department of Revenue that the licensee owes no tax due under Sections 144.010 to 144.510 or Sections 143.191 to 143.261, RSMo., shall be a prerequisite to the issuance or renewal of any City license under this Section which is required for conducting any business where goods are sold at retail. The date of issuance on the statement that the licensee owes no tax due shall be no more than ninety (90) days before the date of submission for application or renewal of the license. The revocation of a retailer's license by the Director shall render the City license null and void.

D. *Proof of Identity.* No license shall be issued without proof of a valid identification card or valid driver's license.

E. *Proof of Insurance.* All contractors in the construction industry who perform work in the City of Willard shall obtain a City of Willard business license and shall require any subcontractors on any such job to obtain a City of Willard business license. In addition to the fees required by this Chapter, a contractor and subcontractor shall provide proof of a certificate of insurance for Workers Compensation coverage if the applicant is required to cover his or her liability under RSMo Chapter 287. Workers' Compensation Law .

If the contractor or subcontractor does not possess Workers Compensation, then a completed Affidavit of Exemption for Workers Compensation Insurance (Form WE-134 AI), must be provided to the City.

**F. Peddlers Waiting Period. For any peddler, as described under Section 605.15** <sup>605.015</sup>  
**(Definitions) the following shall apply: There shall be a two (2) week waiting period from the submission date of the application to allow for a criminal record check to be completed by the City of Willard.**

**A. In addition to meeting/conforming to all other applicable requirements of this Chapter, Peddlers (as described under Section 605.15 DEFINITIONS) must further:** <sup>605.015</sup>

1. Fill out/complete the APPLICATION FOR A SOLICITATION LICENSE for each individual (peddler, solicitor, canvasser, etc.) who will be involved in the selling, solicitation, taking of orders or delivery on behalf of the person, corporation, partnership, limited liability company, limited liability partnership, professional corporation, sole proprietorship, association of persons, etc.

2. Fill out/complete the REQUEST FOR CRIMINAL RECORD CHECK for each individual (peddler, solicitor, canvasser, etc.) who will be involved in the selling, solicitation, taking of orders or delivery on behalf of the person, corporation, partnership, limited liability

company, limited liability partnership, professional corporation, sole proprietorship, association of persons, etc. The applicant will bear the cost of obtaining the criminal history record per the fee established by the State of Missouri. Such criminal history shall be good for the period of January 1<sup>st</sup> through December 31<sup>st</sup> of the year of application.

3. After the APPLICATION and payment for the license have been received and the CRIMINAL RECORD HISTORY has been run the City will issue the Solicitor's License if all of the above items/steps/processes are or have been approved.

#### **B. PUBLIC SOLICITATION HOURS**

1. Public solicitation hours shall only be allowed between the hours of 10:00 a.m. through 6:00 p.m. Monday through Friday and between the hours of 12:00 noon through 6:00 p.m. Saturday.

2. No solicitation is allowed on Sundays.

#### **C. MISCELLANEOUS**

1. The penalty for violation of any of these provisions will be the immediate revocation of the SOLICITATION LICENSE.

2. A fine may also be imposed on the peddler of not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500.00).



**MISSOURI STATE HIGHWAY PATROL  
REQUEST FOR CRIMINAL RECORD CHECK**

SHP-158P 09/13

PLEASE PRINT OR TYPE.

**GENERAL INFORMATION**

APPLICANT'S LAST NAME FIRST MIDDLE JR / SR

MAIDEN / ALIAS LAST NAME FIRST MIDDLE JR / SR

SEX  MALE  FEMALE DATE OF BIRTH (MM/DD/YYYY) SOCIAL SECURITY NUMBER RACE  BLACK  WHITE  INDIAN  ASIAN  OTHER

ADDRESS STREET - P.O. BOX CITY STATE ZIP CODE

**TYPE OF RECORD CHECK — PROCESSING FEE — METHOD OF PAYMENT**

(per Sections 43.527 and 43.530, RSMo.)

- \$11.00 NAME SEARCH**  
Based on NAME, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER. Response will be returned with all open records and records of conviction.
- \$20.00 FINGERPRINT SEARCH**  
Based on APPLICANT FINGERPRINT CARD. Response will be returned with complete records to the individual or qualifying entity.

Fee is payable either by check or money order (NO CASH) to "State of Missouri, Criminal Record System Fund."

***Either the Date of Birth OR Social Security Number MUST be provided for processing.***

For faster processing criminal record checks are available online at: [www.machs.mo.gov](http://www.machs.mo.gov)

**MSHP / CENTRAL REPOSITORY RESPONSE**



**FORWARD TO — SEND REPLY TO**

Please forward the request and fee to:  
**Missouri State Highway Patrol  
 Criminal Justice Information Services Division  
 Post Office Box 9500  
 Jefferson City, MO 65102**

**SEND REPLY TO** (Print or type your mailing label below.)

Telephone (include area code) \_\_\_\_\_


## Criminal Justice Information Services Division General Information

The Missouri Criminal Records Repository (MCRR), collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by 43.500 and 589.400 RSMo.

Criminal History Record Information is information collected by criminal justice agencies on individuals consisting of arrests, prosecution, a final disposition, correctional supervision, and release. All felony and serious misdemeanor arrests (referred to as reportable arrests) including offender registration information as defined under 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal history records are designated as open or closed.

- Open records
  1. arrest record for 30 days following arrest.
  2. arrest record for which charges have been filed.
  3. court disposition of guilty.
  4. suspended imposition of sentence during probation period.
- Closed records
  1. arrest record after 30 days following arrest.
  2. nolle prossed.
  3. dismissed.
  4. found not guilty.
  5. suspended imposition of sentence after probation completed.
- Closed records are accessible to certain groups designated in section 610.120, RSMo.
  - MCRR will only release closed records to those noncriminal justice entities entitled to closed records, when the criminal record check is based on a fingerprint search which will assure the identity of the subject in question.
  - Any person can receive their own record, open and closed, by submission of fingerprints and required fee.

Any requester may receive open record information.

Closed records are accessible by the following, in accordance with 610.120 RSMo, with the submission of fingerprints and required fee.

### FBI Record requests

- The FBI files are open to criminal justice agencies for the administration of criminal justice.
- The FBI has only open files in that if someone has the authority to receive the records, they receive all that is on file.
- The FBI allows access to their files to noncriminal justice agencies for certain purposes for a fee.
  - The purpose for the record check must be set forth in the federal regulations.
  - The state, from which the noncriminal justice request originates, must have a state statute specifying the entity has state authority to check the FBI files for the purpose specified.
  - Fingerprints must be submitted before the FBI will release their files to a noncriminal justice entity.
  - The result of the federal record search must terminate at a governmental agency and is not to be released to a private entity.
- All requests into the federal file from the state entities must come through and be stamped by MCRR.
- Effective 03-19-2012, Federal record checks for noncriminal justice entities are \$16.50 for licensing and employment checks and \$15.00 for volunteers to those covered care facilities.

**PENALTY** — A person who knowingly violates any provision of section 43.532, 43.540, 610.100, 610.105, 610.106, or 610.120 is guilty of a class A misdemeanor.