



RESIDENTIAL SOLICITOR PERMITS

Applications for permits to solicit door-to-door in residential areas are to be submitted to the Records Department of the Mentor Police Department between the hours of 8am to 5pm, Monday through Friday. Applications may be obtained by either visiting the records department or by downloading the application from this site,

When a completed application is returned to the Police Records Department a background check will be completed on each individual listed on the application. The applicant will then be notified as to a date and time to visit the Mentor Police Records Department to have a picture and a fingerprint taken and the permit issued.

The fee for a Solicitor Permit and the applicant is \$100.00 plus \$25.00 for each additional person listed on the application, paid by cash or check (payable to the City of Mentor) at the time the permit is issued. The permit is valid for six months from the date of issue.



Application for a Solicitor's Permit

City of Mentor, Ohio

(As required by Section 753.04 & 753.05 of the Mentor Code of Ordinances)

- (a) Name, addresses, telephone numbers and social security numbers of all persons who shall be authorized to solicit by issuance of this permit and the manager or supervisor of these persons:

See ATTACHMENT A

- (b) Will the persons listed in (a) above go in or upon residential property, or ring a doorbell, or knock on a door of a private residence, including an apartment, not having been requested or invited to do so by the owner, occupant, or lessee of such private residence or apartment? YES: ____ NO: ____.
If YES, all persons listed in section (a) above shall be fingerprinted and photographed by Mentor Police Department prior to issuance of a solicitor's permit.

- (c) Briefly describe the nature of the business, the kinds of goods, services, or property to be solicited or offered for sale, and the manner in which such business shall be conducted:

- (d) Attach a copy of a current vendor's license issued by the State of Ohio
- (e) Federal identification number of applicant's business: _____
- (f) Describe the place where and duration of time the applicant was last engaged or is currently engaged in business.

(g) At what places in the City and during what length of time will this business be conducted:

(i) Have any of the persons identified in section (a) been convicted of a crime, misdemeanor, or violation of any municipal ordinance? YES: _____ NO: _____. If YES, describe the nature of the offense and punishment assessed therefore:

(j) If the applicant represents another person, form and/or organization, attach credentials establishing authority to act as their representative.

(k) The applicant shall provide such other reasonable information as to the identity or the character of the persons named in the application or the method or plan of doing the applicant's business as the Community Development Director and the Chief of Police may deem proper to fulfill the purpose of the Ordinance 753 in the protection of the public good.

Fees to be submitted with application:

(a)	Solicitor's Permit	\$100.00
(b)	Additional fee for each person, other than the applicant, to be authorized to solicit under this permit _____ Persons X \$25.00 each =	\$ _____
(c)	In the case of sales from a vehicle, additional fee For each such vehicle other than the first vehicle _____ Vehicles X \$25.00 each =	\$ _____
TOTAL PERMIT FEE:		\$ _____

The applicant hereby applies for a solicitor's permit for himself and the persons named in Attachment A and swears that the information contained herein is true and correct. The applicant further states that he/she has received and read a copy of Chapter 753 of the Mentor Code of Ordinances and will abide by all regulations established therein.

Company Information

Company Name: _____

Company Address: _____

Company Phone Number: _____

Manager / Supervisor: _____

Manager / Supervisor Address: _____

Manager / Supervisor Phone #: _____

Printed Name of Applicant _____

Applicant Address _____

Applicant Phone #: _____

Applicant Signature: _____

To Be Completed By Mentor Police Records:

Date of Submittal: _____

Received by: _____ Date: _____



Attachment A

<u>NAME:</u> SSN: DOB: DRIVERS LICENSE #: DRIVER'S LICENSE STATE:	<u>ADDRESS:</u> LOCAL: PERMANENT:	<u>PHONE #:</u> LOCAL: PERMANENT:	<u>PRINT:</u> Office Use Only
<u>NAME:</u> SSN: DOB: DRIVERS LICENSE #: DRIVER'S LICENSE STATE:	<u>ADDRESS:</u> LOCAL: PERMANENT:	<u>PHONE #:</u> LOCAL: PERMANENT:	<u>PRINT:</u> Office Use Only
<u>NAME:</u> SSN: DOB: DRIVERS LICENSE #: DRIVER'S LICENSE STATE:	<u>ADDRESS:</u> LOCAL: PERMANENT:	<u>PHONE #:</u> LOCAL: PERMANENT:	<u>PRINT:</u> Office Use Only
<u>NAME:</u> SSN: DOB: DRIVERS LICENSE #: DRIVER'S LICENSE STATE:	<u>ADDRESS:</u> LOCAL: PERMANENT:	<u>PHONE #:</u> LOCAL: PERMANENT:	<u>PRINT:</u> Office Use Only
<u>NAME:</u> SSN: DOB: DRIVERS LICENSE #: DRIVER'S LICENSE STATE:	<u>ADDRESS:</u> LOCAL: PERMANENT:	<u>PHONE #:</u> LOCAL: PERMANENT:	<u>PRINT:</u> Office Use Only