Solicitor Permit Application

City of Newcastle—12835 Newcastle Way, Newcastle, WA 98056

425-649-4444—www.newcastlewa.gov

Persons, firms or corporations engaging in business within the city limits are required to obtain a city business license before commencing operations. Businesses may apply online at Washington Business Licensing Service at http://bls.dor.wa.gov. A temporary use permit is required for soliciting from a fixed location within certain zoning designations pursuant to NMC 18.32.100. City staff will notify you if this permit is required.

Applications must be accompanied by photo identification, DOB and SSN for each person soliciting. Each solicitor must pass an annual background check, and the fee is $45.00 per person. Solicitor's permits expire six months after date of issue and may be renewed twice per year.

INITIAL APPLICATION FEE: $90 (6-month Solicitor Permit of $45, plus $45 for background check. RENEWAL: $45.00)

APPLICATION DATE: ____ / ____ / _____

REQUESTED START DATE: ____ / ____ / _____

DATE OF BIRTH: ____ / ____ / _____

Business Name: _____

Business (Physical) Address: _____

City _____ **State** _____ **Zip** _____

Mailing Address (if different): _____

City _____ **State** _____ **Zip** _____

Website: _____ **Contact Email:** _____

Name of Principal Contact Completing this Application: _____

Contact Phone: _____ **Business Phone:** _____

Newcastle Business License (UBI)

*(*required—this application is not a license to conduct business):* _____ - ____ - _____

GENERAL DESCRIPTION OF BUSINESS TYPE, SERVICES PROVIDED and/or PRODUCTS SOLD:

_____

Proposed method of Operation: (door hangers/knocking on doors/flyers left in doors, etc...)

_____

Names of ALL persons soliciting during the permit period: (*PLEASE NOTE—Each person must submit a valid driver's license or other photo ID (state photo ID, valid US Passport) in person at City Hall and receive a background check in order to be included under this solicitor's permit.)* *Please use additional sheets, if necessary.*

NAME	HOME ADDRESS	PHONE #

Will vehicle(s) be used? Yes _____ No _____ License Number(s): _____

_____

Vehicle(s) Description including Color/Make/Model(s): _____

_____

Agreement:

I certify that the information contained herein is true and correct. I understand that any untrue statement is cause for denial or revocation of my solicitor's permit.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Office Use Only:

BACKGROUND CHECK COMPLETED? Y / N - Notes: _____

_____

Approved / Denied - Notes: _____ Permit Issued: _____

Completed By (signature): _____ Date: _____ Sent To Clerk: _____