



## Solicitor's License Application Checklist

Welcome and thank you for choosing to do business in our City!  
Below is a checklist of **required** steps for the application.

- The Organization that you will be selling product for is required to have a business license. The Solicitor's License will not be issued until after the Business License has been issued.
- The non-refundable application fee for an annual Solicitor's License is \$100.00 for a calendar year. Or the non-refundable fee for a quarterly license (90 days) is \$50.00. This amount is payable at the time of application by calling (417) 732-3150. Cash or Check (via USPS or in person), Mastercard, Visa or Discover are acceptable methods of payment.
- Please fill out **ALL** fields of the attached Solicitor's License Application and have the applicant's signature **NOTARIZED**. **All documents requested must accompany the application. The licensing process will no longer be done "on the spot" in the office.**
- The NOTARIZED Solicitor's License Application must be emailed to the BUILDS Department at [licensing@republicmo.com](mailto:licensing@republicmo.com) at least two weeks in advance. A digital picture (similar to what is used for a Driver's License; a cell phone "selfie") suitable for an I.D. badge must be included at the time of submitting the application, as well as a front and back copy of a current Government photo I.D. issued to the Applicant.  
*No hats or other items may obscure the full view of the face.*
- A non-fingerprint background check through the Missouri Highway Patrol **MUST** also be attached. The applicant can contact the Missouri Highway Patrol to perform the background check for them. The background check must have been completed within 90 days of the application for the Solicitor's License.
- A *signed* affidavit stating the Applicant has read, and agrees to obey all provisions of Chapter 610, Solicitors and Canvassers of the Republic City Code must also be included.
- Public solicitation shall only be allowed between the hours of 9:00 a.m. through 9:00 p.m.**
- The applicant **must pickup the Solicitor's License and I.D. Badge in person prior to performing any soliciting.**

If you have any questions regarding any of the listed procedures, please contact the BUILDS Department at (417) 732-3150. *Make checks payable to the City of Republic.*

**REPUBLIC BUILDS DEPARTMENT**  
4221 S. Wilson Creek Blvd.  
Republic, Missouri 65738-1472  
Phone: (417) 732-3150 Fax: (417) 732-3199  
[licensing@republicmo.com](mailto:licensing@republicmo.com)



## Republic Solicitor License Application

Please answer all questions completely. Incomplete and unsigned applications will not be processed. Processing of the application will begin ***after all requested documentation and payment have been received.***

Date of Application (MM/DD/YY) \_\_\_\_\_

<b>A Applicant Information</b>				
Name				
1. Date of Birth		2. Phone		
3. Permanent Home Address				
4. Local Address (If different than permanent address)				
5. Sex	6. Race	7. Height	8. Weight	9. Color of eyes
10. Vehicle Make, Model and License Plate/State				
11. Driver's License Number		12. State of Driver's License		
13. Is applicant a U.S. citizen?		14. If no, Alien Registration Number and Status of VISA		
<b>B Company/Organization Information</b>				
1. Company/Organization Name (DBA Name)				
2. Physical Location – Street (Do not use PO Box or Rural Route Number)				
County		State		Zip Code

### Republic BUILDS Department

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3. Business Telephone Number				
4. Supervisor of Applicant		5. After Hours Phone Number for Supervisor		
6. Describe the business activity, stating the major products sold and/or services provided.				
<input type="checkbox"/> Retail _____		<input type="checkbox"/> Service _____		
<input type="checkbox"/> Wholesale _____		<input type="checkbox"/> Manufacturer _____		
<input type="checkbox"/> Other _____		<input type="checkbox"/> Contractor _____		
7. Description of vehicle(s) to be utilized.				
Make	Model	Year	License	State
Make	Model	Year	License	State

**C Additional Information**

1. Description of the proposed activity you will be participating.
2. 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.
3. Have you been convicted of any crime involving moral turpitude? If so, please state the nature of the offense, the state where the conviction occurred and the year of conviction.



4. Have you had your solicitation privileges denied or revoked by any governmental entity? 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.

**D Acknowledgement and Authorization Signature**

Under penalties of perjury, I declare the above information and any attached supplements are true, complete and correct and I authorize the investigation of all statements contained herein. I understand filing false information may result in the forfeiture of my license. I do hereby affirm the license will not be used or represented in any way as an endorsement by the City or department or officer thereof; that during the period specified in the license, if there is any change in fact, policy or method that would alter the information given in the application, I will notify the Community Development Department in writing thereof within 48 hours after the change. I also understand and acknowledge at no time during the period of solicitation will I solicit or peddle at any business or residence within the City of Republic where there is clearly and visibly posted any sign requesting “No Solicitation” or “No Trespassing” or words of similar meaning. **I will carry and display my City of Republic issued Solicitor Identification Card during the period of validity of the license while making public solicitations inside the city limits of the City of Republic, Missouri.**

**I acknowledge I have read and understand the Republic City Code Chapter 601: Solicitors and Canvassers.**

Signature of Applicant		Date (MM/DD/YY)
Printed Name	E-Mail Address	

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**E. Notarized Statement**

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_  
 before me, \_\_\_\_\_, a Notary Public in and for said  
 state, personally appeared \_\_\_\_\_, known  
 to me to be the person who executed the within affidavit, and acknowledged to me  
 that he or she executed the same for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in  
 Greene County of the State of Missouri, the day and year first above written.

\_\_\_\_\_  
 Notary Public

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

Submit to: **Republic BUILDS Department**  
 4221 S Wilson Creek Blvd Republic, Missouri  
 65738-1472  
 Phone: (417) 732-3150 Fax: (417) 732-3199  
[www.BuildsRepublicMo.com](http://www.BuildsRepublicMo.com)

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