



## **SOLICITORS / PEDDLERS / TRANSIENT MERCHANTS REGISTRATION PROCESS**

### **Non-Exempt**

1. A copy of the City's ordinance is enclosed for your reference. **As an applicant, please read through this ordinance in its entirety prior to completing the application forms.**
2. Provide **individual** identifications (with middle name, not initial) for each person going door-to-door during your campaign. Photocopy the "General Authorization and Release" form and the "Investigation Request" form to allow completion by **each employee** who is an officer of the corporation or doing the actual door-to-door solicitation.
3. There is a background check fee of \$158.00 (*per* individual solicitor, peddler or transient merchant) and a permit fee of \$105.00 per month.

Upon receipt by the City of your completed application, there will be approximately a two week minimum waiting period to allow for application review and completion of background investigation(s).

If you have any questions or need additional information, please contact:

Julie Hanson, City Clerk  
City of Arden Hills  
1245 W. Highway 96 Arden Hills, MN  
55112 Phone: 651-792-7811  
[jhanson@cityofardenhills.org](mailto:jhanson@cityofardenhills.org)



City of Arden Hills  
 1245 West Highway 96  
 Arden Hills, Minnesota 55112  
 Phone: 651.792.7800  
 Fax: 651.634.5137  
[www.cityofardenhills.org](http://www.cityofardenhills.org)

<b>For Office Use Only</b>	License No.	_____
	Receipt No.	_____
	Amount Paid	_____
	Date Recvd.	_____
	Fee	_____

## Solicitors, Peddlers, Transient Merchants Certificate of Registration/Business Application Form

**Annual Fees: \$158.00-Background Check (Per Individual)  
 \$105.00-Per Month Permit Fee**

**\*Please Review Section 340 of the City Code Before Completing this Application Form**

**THIS APPLICATION IS TO BE COMPLETED FOR THE BUSINESS OBTAINING THE PERMIT**

**Business Name** \_\_\_\_\_

**Applicant's Full Legal Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

\_\_\_\_\_

**Address of Employer** \_\_\_\_\_

\_\_\_\_\_

**Business Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

List of municipalities wherein the applicant/company has worked in before coming to the City or Arden Hills:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Describe the Nature of Your Business:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of Goods to be sold:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address where goods are manufactured: \_\_\_\_\_

Address where goods are stored: \_\_\_\_\_

Manner of which the goods shall be delivered to customer: \_\_\_\_\_

Requested dates for working within the City of Arden Hills: \_\_\_\_\_

Other Requirements:

- A photograph of the applicant taken within 60 days immediately prior to the date of filing the application. The picture shall be approximately two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner.
- The applicant is subject to a background check that will be completed by the Ramsey County Sheriffs Department.
- If the City approves the permit request, the following requirement must be met by the permit holder at all times:
  1. Must have a City Provided Permit in his/her possession at all times while working in the City of Arden Hills.
  2. If applicable, a copy of the permit holder's sales tax permit must be posted at the work site.
  3. Proof that the transient merchant sales are permitted within the zoning district where business will be conducted.

Transient Merchants must also provide the following information:

- Proof of appropriate permission to operate on the proposed site.
- A copy of your individual sales tax permit. The sales tax permit must be posted at the site.
- Proof that the transient merchant sales are permitted within the zoning district where the proposed business will be conducted.

# Applicant Information (To be completed by each individual solicitor)

Full Legal Name of Individual Solicitor: \_\_\_\_\_

Known Aliases: \_\_\_\_\_

Has applicant ever been convicted of any crime? Yes      No

If yes, please explain: \_\_\_\_\_

Description of vehicle which the applicant will use while engaged in the business of a peddler or solicitor within the City of Arden Hills:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

License No. \_\_\_\_\_ State of Issuance: \_\_\_\_\_

I hereby authorize and grant my informed consent to permit you to release to and make available to the City of Arden Hills, Minnesota, and/or its agents and/or representatives data classified as private which concerns me and which may be in your possession. The data which I authorize to be released consists of private data as defined by Minnesota Statute 13.02, Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your representatives. The information for which release is authorized includes all data which has been collected, created, received, retained, or disseminated in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting the City of Arden Hills to have access to this information is to determine my suitability for solicitation within the City. I further understand that this information may subsequently be utilized for other purposes relating to solicitation within the City.

By signing this authorization, I hereby release the Bureau of Criminal Apprehension from any and all liability which otherwise may or does accrue as a result of the release of any and all data, regardless of its accuracy. I also release the City of Arden Hills from any and all liability for its receipt and use of data received pursuant to this consent. This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the City of Arden Hills or to you of that fact. I have read Section 340 – Peddlers, Solicitors and Transient Merchants – of the Municipal Code. (Term of license is 30 days from date of authorization. No more than one 30 day license can be granted per calendar year.)

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

Full Printed Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State of Issue: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\*Photocopy of current driver's license must be attached to this form.

\*This form must be filled out by each individual soliciting within the City of Arden Hills.



CITY OF ARDEN HILLS

GENERAL AUTHORIZATION AND RELEASE
PURSUANT TO MINNESOTA STATUTES 13.05, SUBD. 4,
MINNESOTA DATA PRACTICES ACT

TO: Julie Hanson, City Clerk

I, \_\_\_\_\_, hereby authorize and grant my informed consent to permit you to release to and make available to the City of Arden Hills, Minnesota, and/or its agents and/or representatives data classified as private which concerns me and which may be in your possession. The data which I authorize to be released consists of private data as defined by Minnesota Statue 13.02, Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your representatives. The information for which release is authorized includes all data which has been collected, created, received, retained, or disseminated in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting the City of Arden Hills to have access to this information is to determine by suitability for the sale of liquor within the City.

By signing this authorization, I hereby release the Bureau of Criminal Apprehension from any and all liability which otherwise may or does accrue as a result of the release of any and all data, regardless of its accuracy. I also release the City of Arden Hills from any and all liability for its receipt and use of data received pursuant to this consent.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the City of Arden Hills or to you of that fact.

Signature

Date

Full Name - Printed

Date of Birth

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_. \_\_\_\_\_, Notary Public



CITY OF ARDEN HILLS
City Hall Contact: Julie Hanson, City Clerk
City Hall Phone: (651) 792-7811

INVESTIGATION REQUEST

RAMSEY COUNTY SHERIFF'S DEPARTMENT: Records/Patrol Division

THE CITY OF ARDEN HILLS requests a background check for:

Table with 4 columns: Selection, Application Type, Selection, Application Type. Rows include Liquor Licensing Application, Liquor Licensing Annual Review, Background Investigation, Gambling/Pull-Tab Application, Employment - Criminal, and Other: Solicitors, Peddlers, Transient Merchant.

Applicant Name: Last First Full Middle Name

Other Names: (Other names by which applicant has been known, including maiden name, names from previous marriages or aliases):

Last First Full Middle Name

Last First Full Middle Name

Date of Birth: / /

Race:

Driver's License No.: State of Issue:

Name of establishment or organization where business will be conducted pursuant to the license:

Address of establishment or organization where business will be conducted pursuant to the license:

City Clerk will forward this request to: Ramsey County Sheriff's Department
1411 Paul Kirkwold Dr., Arden Hills, MN

**Section 340 - Peddlers, Solicitors and Transient Merchants**  
*(Amendment adopted by the City Council on February 13, 2006)*

**340.01 Purpose.** This section is not intended to interfere with the legitimate business activities of peddlers, solicitors or transient merchants. These provisions are intended only to, as nearly as possible, regulate and control all those who would use their unique presence on property within the City to create nuisances, commit theft, or engage in other unlawful activities.

**340.02 Definitions.** For the purpose of this section, the terms used herein are defined as follows:

- A. **“Peddler”** means any person who goes from place to place; conveying or transporting goods, wares or merchandise; offering the goods, wares or merchandise for sale; making sales; and delivering goods, wares and merchandise. It does not include vendors of milk, bakery products or groceries who distribute their products to regular customers on established routes.
- B. **“Solicitor”** means any person who goes from place to place soliciting donations or taking orders for the sale of goods, wares or merchandise for future delivery or for services to be performed in the future.
- C. **“Transient Merchant”** means any person who engages in a temporary business, either in one locality, or in any traveling from place to place, selling goods, wares and merchandise; and who, for purpose of carrying on such temporary business, hires, leases, occupies or uses a building, shelter, vacant lot, vehicle, trailer, tent, boat, public room in a hotel, motel or lodging house, apartments or any other place within the City for the exhibition and sale of such wares, goods and merchandise.

340.03 Application for Certificate of Registration. Except as provided in Section 340.07,

peddlers, solicitors and transient merchants shall not conduct business in the City of Arden Hills without a certificate of registration. An application for a certificate of registration shall be submitted to the City Administrator or designee, on forms provided by the City, at least twenty one (21) days before the applicant desires to conduct business within the City. A completed application shall include the following:

A. Sworn Statement. The sworn statement shall provide:

1. Applicant's full legal name, date of birth, and the social security number.
2. The permanent home address of the applicant, the address of the place of business or the firm or occupation which the applicant represents, and, in the case of transient merchants, the local address from which proposed sales will be made.
3. A brief description of the nature of the business and the goods to be sold.
4. If employed, the name and address of the employer.

- 5. The length of time for which the right to do business is desired.**
  
- 6. The place or location where the goods proposed to be sold are manufactured, stored, and the manner in which goods shall be delivered to the customer.**
  
- 7. A photograph of the applicant taken within sixty (60) days immediately prior to the date of filing the application. The picture shall be approximately two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner.**
  
- 8. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance, other than traffic violations and the nature of the offense and the punishment or penalty assessed therefore.**
  
- 9. Minors under 18 years of age who are working for an exempt organization are not required to submit information regarding their name, address, phone number, or age to the City. The City of Arden Hills requires that an adult supervisor complete the**

**application materials and be deemed responsible for the activities of this organization while working within the City. Please review section 340.07 for the City's definition of an exempt organization.**

**Non-exempt organization that are utilizing minors under the age of 18 to peddle or solicit goods and services must identify on the application materials the names, addresses, phone numbers, ages of these individuals. The City of Arden Hills requires that an adult supervisor complete the application materials and be deemed responsible for the activities of this organization while working within the City.**

- 10. A transient merchant must also provide:**
  - (a) Proof of appropriate permission to operate on proposed site.**
  - (b) A copy of the form or individual's sales tax permit. The sales tax permit must be posted at the site.**

- (c) **Proof that the transient merchant sales are permitted within the zoning district where the business will be conducted.**

11. **A list of the last five (5) municipalities wherein the applicant has conducted business as a transient merchant.**

- B. **Fees. The application fee as adopted from time to time by City Council ordinance. The application fee is to cover the administrative costs of processing and investigating the application.**

**340.04 Investigation and Issuance.**

- A. **Upon receipt of a completed application, it shall be referred to the Ramsey County Sheriff's Department for a background investigation of the applicant's business and moral character as deemed necessary for the protection of the public good.**
- B. **If the applicant has been convicted of a violation within the past five years from the date of the application for any Federal or State statutes or regulation, or of any local ordinance, which adversely reflects on the**

person's ability to conduct the business for which the certificate of registration is being sought in an honest and legal manner or that will not adversely affect the health, safety and welfare of the residents of the City. Such violations shall include but not be limited to: burglary, theft, larceny, swindling, fraud, unlawful business practices, and any form of actual or threatened physical harm against another person.

- C. Upon successful completion of the registration process and investigation, the City Administrator or designee shall issue to the applicant a certificate of registration. The certificate of registration is non-transferable.

**340.05 Regulations.** The registrant and its employees shall comply with the following regulations:

- A. Signs. No peddler, solicitor, or transient merchant, unless invited to do so by the property owner or tenant, shall enter the property of another for the purpose of conducting business as a peddler, solicitor, or transient merchant when the property is marked with a sign or placard at least three and three quarter (3-3/4) inches long and three and three quarter (3-3/4) inches wide with print of a least 48 points in size stating

“Peddlers, Solicitors, and Transient Merchants Prohibited”, or other comparable statements. No person, other than the property owner or tenant, shall remove, deface, or otherwise tamper with any sign.

- B. **Refusing to Leave.** It shall be unlawful for any peddler, solicitor or transient merchant to enter upon premises owned, leased or rented by another and refuse to leave such premises after having been notified by such owner or occupant to leave.
  
- C. **Misrepresentation.** It shall be unlawful for any peddler, solicitor or transient merchant to make false or fraudulent statements concerning the quality of the goods or services which are being offered for sale.
  
- D. **Hours of Operation.** It shall be unlawful for any peddler or solicitor to conduct business within the City between 7:00 p.m. and 9:00 a.m. the following morning, except by specific appointment with and invitation from the perspective customer.
  
- E. **False Information.** It shall be unlawful for any reason to give any false or misleading information in connection with the application for a

certificate of registration.

- F. Display of Permit. Registrants are required to exhibit their permit at the request of a citizen.

**340.06 Duration of Certificate of Registration.** Every certificate of registration shall be valid for the period of time stated thereon, but in no event shall any such certificate be issued for a period of time in excess of thirty (30) days.

certificate of registration.

- F. **Display of Permit.** Registrants are required to exhibit their permit at the request of a citizen.

**340.06 Duration of Certificate of Registration.** Every certificate of registration shall be valid for the period of time stated thereon, but in no event shall any such certificate be issued for a period of time in excess of thirty (30) days.

**340.07 Exempt Organizations.**

- A. **Exempt List.** The provisions of Section 340.03 shall not apply to the following organizations:
1. Bona fide residents of the state selling farm and/or garden produce cultivated by themselves, provided that such sales can be conducted without creating traffic hazards.
  2. Children age eighteen or younger, soliciting for school sponsored activities.

3. Period during which solicitation is to be carried on; and
  4. Certificate of non-profit status, if applicable, from the state where organized.
- C. Political Organizations. Political organizations that request permission to canvass in the City are required to complete a legal affidavit and file it with the City Administrator or designee.

**340.08 Revocation.** Certificates of registration may be revoked by the City Administrator for a violation of any provision of this section. The decision of the City Administrator shall be final.

#### Section 350 - Tobacco Products

**350.01 Purpose.** The City recognizes that many persons under the age of eighteen (18) years purchase or otherwise obtain, possess and use tobacco, tobacco products, and tobacco related devices, and that such sales, possession and use are violations of both state and federal laws. Studies, which are hereby accepted and adopted, have shown that most smokers begin smoking before they have reached the age of eighteen (18) years, and that those persons who reach the age of eighteen (18) years without having started smoking are significantly less likely to begin

3. **Garage sales, flea market and estate sales.**
4. **The acts of merchants or their employees in delivering goods in the regular course of business.**
5. **Solicitations by organizations for philanthropic religious, political, charitable, non-profit or educational causes.**

**B. Application for Exemption. An application for exemption shall be submitted to the City Administrator or designee on forms provided by the City at least ten (10) days before the applicant desires to conduct business within the City. A completed application shall include the following information:**

1. **Name and purpose of the cause for which the exemption is sought;**
2. **Name of the individual in the organization responsible for the solicitations;**

3. Period during which solicitation is to be carried on; and
4. Certificate of non-profit status, if applicable, from the state where organized.

- C. Political Organizations. Political organizations that request permission to canvass in the City are required to complete a legal affidavit and file it with the City Administrator or designee.

**340.08 Revocation.** Certificates of registration may be revoked by the City Administrator for a violation of any provision of this section. The decision of the City Administrator shall be final.

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