Solicitor Permit Application

City of Dunwoody
41 Perimeter Center East
Dunwoody, GA 30346
Phone: (678) 382-6900
Fax: (770) 396-4655

The City of Dunwoody has established the following application to allow for registration of persons, firms, or corporations to engage in the business of soliciting or calling on residences door-to-door in accordance with the City of Dunwoody Ordinance Chapter 15, Business Occupation Tax, Licenses and Regulation as it pertains to Door to Door Salesman.

By way of example, soliciting includes activities including seeking to: obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character or description; seeking to obtain prospective customers for application or purchase of insurance or publication of any type; and seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and other types of publications.

This excludes solicitation for charitable, political, or other nonprofit purposes provided that all sales proceeds are the property of and used by the nonprofit organization. This also excludes officers or employees of the city, county, state, or federal governments, or any subdivision thereof, when on official business.

Solicitor Permits are issued to individual applicants and each person shall at all times while soliciting in the City of Dunwoody carry upon his or her person the permit so issued to be exhibited by such solicitor whenever he or she is requested to do so by any police officer or person solicited. The permit will not be valid for more than six (6) months and the permit shall state the expiration date thereof.

Individuals applying for the permit shall make themselves available for photographing, fingerprinting, and such other investigation as may be required by the police department. As part of the application process, the Chief of Police or his designee shall have a complete and extensive search made to determine if there is a police record of such person. If there is a record of conduct prohibited by City of Dunwoody's Ordinance Chapter 15, Business Occupation Tax, Licenses and Regulation or evidence that granting a Solicitor's Permit would adversely affect the public health, safety, or welfare, issuance of a permit shall be denied.

The fee for a Solicitor Permit shall be set by Resolution of the City Council and shall remain in effect until modified or amended by subsequent Resolution adopted by the City Council.

Please submit the following Solicitor Permit Application and all required supplemental materials (detailed in the following checklist) to the City of Dunwoody License Department, located at 41 Perimeter Center East, Dunwoody, GA 30346. Our mailing address for correspondence is P.O. Box 888074, Dunwoody, Georgia 30356. If you have questions, please do not hesitate to contact the License Department at (678) 382-6700.

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Application Requirements:

- ❑ Applicant Information
- ❑ Contact Information
- ❑ Vehicle Information
- ❑ Recent Communities Solicited
- ❑ Arrest and Conviction Information
- ❑ Places of Residences – past three (3) years
- ❑ Places of Employment – past three (3) years
- ❑ Signed & Notarized Affidavit from Applicant
- ❑ Signed Authorization for Criminal Background Check
- ❑ Fingerprinting by the City of Dunwoody Police Department
- ❑ Photographing by the City of Dunwoody Police Department

Application Required Attachments:

- ❑ Description of Subject Matter to be Solicited
- ❑ Names of Magazines, Books, or Journals to be Solicited
- ❑ Proposed Route
- ❑ Description of Proposed Method of Operation
- ❑ Copy of Current Drivers License
- ❑ Copy of Social Security Card

Solicitor
Permit Application
Applicant Information

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Date	Date of Application:		
	Latest Previous Application:		
Applicant Information	NAME Last:	NAME First:	NAME Middle:
	Aliases / Stage Names:	Social Security Number: - -	
	Sex: ❒ Male ❒ Female	Height:	Weight:
	Race:	Hair Color:	Eye Color:
	Date of Birth: / /	BIRTHPLACE City:	BIRTHPLACE State:
	Driver's License Number:	State Issued:	
	Home Phone:	Cell Phone:	
Vehicle Information	Number of Vehicles* Intended to be Operated by Applicant during Solicitation:		
	Make:	Model:	Color:
	License Plate Number:		
	**If more than one vehicle will be used during solicitation please attach a description of other vehicles including make, model, color, and license plate number.*		
	Names of three (3) most recent communities where applicant has solicited house-to-house:		
	1.	2.	3.
Required Attachments	Required Description of Subject Matter of the Soliciting – attached? (yes / no) *Please attach a description, sufficient for identification, of subject matter of the soliciting in which you will engage.*		
	Required Names of Magazines, Books, or Journals to be Sold – attached? (yes / no) *Please attach a list of names of the magazines, books, or journals proposed to be sold.*		
	Required Proposed Route – attached? (yes / no) *Please attach the proposed route, including streets to be included on each day, which you intend to follow.*		
	Required Description of Proposed Method of Operation – attached? (yes / no) *Please attach a description of the proposed method of operation.*		
Arrest Information	Have you been arrested and/or convicted for a felony within the past five (5) years? (yes / no) *Please note that any applicant with felony convictions or open charges within the past five years will be denied.*		
	Have you been arrested and/or convicted for moral turpitude within the past five (5) years? (yes / no) *Please note that any applicant with moral turpitude convictions within the past five years will be denied.*		

Solicitor Permit Application Residence and Employment Information

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Places of Residence

Places of Residence
Starting with your current residence, please list your place of residence and length of residence at such address for the past three (3) years. If more space is needed please attach a listing of places of residences including street address, city, state, zip, and length of time at that residence.

1. Current Residence Street Address:		
City:	State:	Zip:
Length of Time at Current Residence:		
2. Previous Residence Street Address:		
City:	State:	Zip:
Length of Time at Residence:		
3. Previous Residence Street Address:		
City:	State:	Zip:
Length of Time at Residence:		

Employment Information

Places of Employment
Starting with your current employer, please list your place of employment and length of employment at such person, firm, or corporation for the past three (3) years. If more space is needed please attach a listing of places of employment including employer, job title, supervisor, street address, phone number and length of time with that employer.

1. Current Employer:	
Job Title:	Supervisor:
Street Address:	
Phone:	Length of Time with Employer:
2. Previous Employer:	
Job Title:	Supervisor:
Street Address:	
Phone:	Length of Time with Employer:
3. Previous Employer:	
Job Title:	Supervisor:
Street Address:	
Phone:	Length of Time with Employer:

Solicitor Permit Applicant's Affidavit and Signature

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Applicant: _____

Employer: _____

I hereby agree that as a condition to the issuance of a Solicitor's Permit, the Applicant shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the permit.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Solicitor's Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that any conviction for violation of the provisions of the City of Dunwoody's Chapter 15, Business Occupation Tax, Licenses and Regulation shall result in the automatic suspension of the Solicitor's Permit. Furthermore, the City Manager may revoke said Solicitor's Permit and demand its return if the Applicant becomes disqualified for the issuance of a permit.

I hereby understand that it shall be unlawful for an Applicant whose Solicitor's Permit has been revoked and upon whom demand for return of the permit has been made to refuse to return the permit.

Applicant's Signature: _____

Sworn and Attested before me on this _____ day of _____, 20_____.

Notary Signature: _____

I, (print your name) _____ authorize the Dunwoody Police Department to receive any criminal history record information pertaining to me, which may be in the files of any federal, state, and/or city criminal justice agency in Georgia.

Furthermore, I release the City of Dunwoody and any person or entity that provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above referenced sources used.

Applicant's Signature: _____Date: _____

Staff Use Only	
Permit #:	Permit Fees:
Approved/Denied By:	Expiration Date:
Approval Date:	Denied Date: