



REQUIREMENTS for SOLICITATION LICENSE

All applicants must provide the following:

1. **Application, fully completed, with all requirements.**
The City doesn't issue a blanket license to a company/organization. The license is per individual.
 2. **A copy of your current driver's license or legal state ID.**
 3. **One 2"x 2" photograph, taken within the last 60 days.**
Can be obtained at any business that makes passport photos. Poor quality photos (too light, too dark, blurry, etc.) will not be accepted. Photo must reflect applicant's current features (taken in last 6 months). Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head. Printed on matte or glossy photo quality paper. No hats permitted in photo. No selfies. Use a plain white or off-white background.
 4. **OK State Bureau of Investigation (OSBI) background report (the original), no older than 6 months.**
OSBI office is located at 6600 N. Harvey, Suite 140, Oklahoma City; call 405-848-6724 or 405-427-5421 for assistance.
 5. **If you are selling "goods," not "services," a copy of Oklahoma State Sales Tax Permit of entity you are representing.**
If you need to contact the Oklahoma Tax Commission, call 405-521-3160.
 6. **If applicable, verification of your company's registration with the Oklahoma Construction Industries Board.**
- **Licensing Fee: \$75.00 per year, paid to the City of Edmond at time of application.**

Application and attachments will be sent to the Edmond Police Department for approval; processing can take up to 10 working days to clear.
You will be notified by telephone when the process is completed.

Once your application has been approved, the applicant (not a designee) must come in person and show an ID in order to receive their license and ID badge.

City of Edmond | Office of the City Clerk

Location: 24 E. 1st St., Edmond, OK 73034; (office) 405-359-4555; (fax) 405-359-4758

Mail: P.O. Box 2970, Edmond, OK 73083-2970

Updated April 2019



APPLICATION for SOLICITATION LICENSE

(Required for each person)

NAME _____

(Full Legal Name, no nicknames)

EMAIL ADDRESS: _____

LOCAL ADDRESS: (including City, state, zip)

PERMANENT ADDRESS: List all addresses you have lived in the last 5 years?

YOUR TELEPHONE # _____

DOB _____ DL# _____ STATE _____

HAIR COLOR _____ EYE COLOR _____ WEIGHT _____

HEIGHT _____ AGE _____ SEX _____

EMPLOYER/COMPANY _____

EMPLOYER ADDRESS _____

EMPLOYER TELEPHONE # _____

CONTACT/SUPERVISOR _____ PHONE # _____

GOODS OR SERVICES TO BE SOLD _____

LOCATION: RESIDENCE DOOR TO DOOR _____ DOWNTOWN BUSINESS AREA _____

VEHICLE INFORMATION: *List information of vehicle you will be traveling in to solicit:*

MAKE _____ MODEL & YEAR _____ COLOR _____

STATE AND TAG # _____

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION SUBMITTED ON THIS APPLICATION IS TRUE AND CORRECT. I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS FOR SOLICITORS IN THE CITY OF EDMOND, OKLAHOMA. *(Incomplete or false information could result in delay or rejection of this application).*

DATE

SIGNATURE OF APPLICANT

DO NOT WRITE BELOW THIS LINE

=====

RECEIVED ON _____ BY _____



Check **ALL** that apply:

_____ I HAVE NEVER BEEN CONVICTED OF AND AM NOT A SUSPECT IN ANY CRIME, MISDEMEANOR OR VIOLATION OF ANY STATE OR FEDERAL LAWS (excluding traffic citations).

_____ I AM CURRENTLY A SUSPECT OR HAVE PENDING CRIMINAL/MISDEMEANOR CHARGES.

LIST OFFENSE(S) AND LOCATION(S) _____

_____ I HAVE BEEN CONVICTED OF A CRIME OR MISDEMEANOR. (*List ALL convictions below. If you need additional space, use the back of this sheet.*)

OFFICIAL CHARGE(S) AND DATE(S) OF OFFENSE(S) _____

PENALTY OR PUNISHMENT _____

LOCATION OF OFFENSE(S) _____
(City & State)

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THE CITY OF EDMOND MAY REVOKE MY SOLICITATION LICENSE IF ANY OR ALL OF THESE STATEMENTS ARE FOUND TO BE FALSE.

SIGNATURE

DATE