

City of Caldwell



Submit Application to:

City of Caldwell
City Clerk's Office
P.O. Box 1179
411 Blaine Street
Caldwell, ID 83606
Phone: (208) 455-4773
208-455-4656
Fax: (208) 455-3003
cityclerk@cityofcaldwell.org

DOOR-TO-DOOR SALESPERSON LICENSE (12-month period)

Any person who goes up to a structure within a residential district and takes any action to alert the occupants of said person's presence, while carrying, conveying, or transporting goods, wares, merchandise, food or farm products or provisions, offering and exposing the same of any services for sale or making sales and delivering articles to purchasers, or gathering information by survey, or other means, with the intent that such information will or may be used for subsequent contact with the consumer concerning the sale of any goods, wares, merchandise, food or farm products or provisions, or any services.

This application does not apply to those persons who leave fliers, pamphlets or handbills advertising goods, or services and inviting contact from the intended consumer, but do not make direct contact with the potential consumer.

All individuals must complete the application and the Door-to-Door Salesperson License must be issued by the City Clerk's Office before any such business may be operated within the City of Caldwell.

Date of Application: _____

First Name: _____ Middle Initial: _____ Last: _____

Date of Birth _____ Last 4 #'s of Social Security: _____

Local Address _____, City _____, State _____, Zip _____

List last two addresses _____

Email address: _____

Home Phone Number: _____ Cell/Other: _____

Name of Company _____

Address of Company _____

Business Phone Number _____

Nature of business and goods or services to be sold or solicited _____

Has a permit or license been revoked during the past five years? _____

If yes, where and when? _____

List any occasions within the past five years that you have been arrested for any crime, misdemeanor or violated any municipal laws.

<u>Date of Arrest</u>	<u>Place of Arrest</u>	<u>Charge</u>	<u>Disposition</u>

_____ **(initial)** I HAVE READ ALL THE ABOVE AND DECLARE UNDER PENALTY OF PERJURY THAT EACH AND EVERY STATEMENT MADE IS TRUE, CORRECT AND COMPLETE.

_____ **(initial)** I HAVE READ THE ATTACHED CITY CODE (CHAPTER 6, ARTICLE 5) CONCERNING THE DOOR-TO-DOOR SALESMEN, PEDDLER, OR TRANSIENT MERCHANT LICENSE.

_____ **(initial)** I HAVE READ THE ATTACHED CITY CODE (CHAPTER 1, ARTICLE 5) CONCERNING THE APPEAL PROCESS TO CITY COUNCIL IF LICENSE IS DENIED.

Signature of Applicant


Date

APPROVAL SIGNATURES

REVIEWER	SIGNATURE	DATE	DETERMINATION		
			APPROVED		DENIED
CITY CLERK			APPROVED		DENIED
POLICE CHIEF			APPROVED		DENIED

Denied for the following reasons: _____

ATTACHMENTS
TO BE SUBMITTED WITH THE APPLICATION

Description of Item	 For office use only
Application Fee: \$50 Paid after license is approved. Make check payable to the City of Caldwell.	
Driver's License: Must be current within the state who issued the license.	
One (1) recent passport-sized photograph (2"x2"): Applicant must provide photo to be displayed on the license.	
Federal Bureau of Investigation (FBI) Background Check: Applicant shall request from the Idaho State Police (Bureau of Criminal Identification) a fingerprint-based national background check, understanding that the fingerprints will be submitted to the FBI for investigation. (See attached Privacy Statement from FBI.) The FBI background check is applicable for two years contingent upon the license renewal application being submitted <u>prior to its expiration date</u> . Fingerprint card will be provided to the applicant by the City Clerk. Results will be submitted by the ISP to the City Clerk for review. <i>Allow approximately 2-3 weeks for processing the background check through the Idaho State Police/FBI.</i>	
Federal Bureau of Investigation – Privacy Statement: Applicant must sign the Idaho State Police Bureau of Criminal Identification – Noncriminal Justice Applicant Privacy Statement. (This form remains in the applicant's file.)	
Southwest Health District Inspection Certificate: This certificate is only required if the applicant is selling food. Attach certificate from the Southwest District Health Department, 13307 Miami Lane - Caldwell, Idaho Phone: (208) 455-5300	

<p>Proof of Vehicle Insurance and Vehicle Registration: Documentation for all vehicles used by the applicant in relation to any of the activities covered through this application. This would include transportation to and from an area where the applicant will be traveling on foot.</p> <p>Where multiple applicants will be <i>sharing a single vehicle</i>, such facts must be stated on the application, and at least one of the applicants must produce the required documentation at the time of submittal.</p>	
<p>Idaho Transportation Department – Driving Record: If the sale or advertising of the applicant’s goods is made from a motor vehicle, then the applicant must submit an official Idaho Driver’s License Record, obtainable from the Idaho Transportation Department, and <u>issued within thirty (30) days</u> prior to the City Clerk’s receipt of the application.</p>	
<p>State of Idaho Tax Commission – Certificate Resale Tax Number: Certificate is issued by the Idaho Tax Commission at 800 Park Boulevard, Plaza IV – Boise Phone: 334-7660</p>	
<p>If a motorized or non-motorized cart or unit is intended to be used in any way by an individual as they engage in licensed activities in accordance to this application, a picture and description of said cart or unit shall be included with the application.</p> <p>Make:</p> <p>Model:</p>	