



# Peddlers & Solicitors Permits

City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2660 | Fax: 952-882-2656

Last updated: 5/27/2020

The City of Savage requires peddlers/solicitors to obtain a city-issued license before selling in the community. They are required to carry their city-issued badge, worn clearly on a lanyard around their neck when soliciting. Soliciting hours are limited to 9 a.m. – 9 p.m.

## HOW TO OBTAIN A PERMIT

Completed applications can be mailed or faxed to the City of Savage provided all the requirements below are met. Applicants can also apply in person by calling 952-882-2660 to schedule an appointment with the City Clerk's Office. Office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday (except on National Holidays) No groups larger than 5 applicants allowed per appointment. **Note: Each applicant will be issued a solicitor photo ID badge. Applicants must pick up their badge in person at Savage City Hall and show a valid photo ID.**

### Requirements:

The following materials must be submitted to the City Clerk for consideration of a Peddler/Solicitor Permit.

- A completed Peddler/Solicitor Permit Application. Please print legibly using blue or black ink. Answer all questions and indicate not applicable (NA) if appropriate.
- Please have page 6 notarized before submission.
- Supply a readable and clear copy of a valid government-issued picture ID.
- Provide credentials establishing relationship to employer/supplier (company-issued ID card, business card, paystub, etc.).
- Copy of all product or service literature that will be distributed to residents.
- Copy of competent evidence of sufficient rehabilitation (if required).
- Signed receipt acknowledgment of Chapter 112 of the Savage City Code.
- Provide a clear photo headshot of each solicitor to be used on the solicitor's badge. No hats or sunglasses permitted in the photo.

**Payment:**

Payment of \$150 (non-refundable) per applicant is due with the submission of the application. Payments can be mailed to or dropped off at City Hall. Make checks payable to the City of Savage. Credit card payments are accepted (which will include a processing fee). Applications will not be processed until payment is received.

**Reasons for denial include the following (Chapter 112 of City Code):**

(1) The applicant has failed to truthfully provide any of the information requested by the City as part of the application or failed to pay the permit fee.

(2) Conviction of any crime or crimes directly related to carrying on business as a peddler, solicitor, or transient merchant as provided in M.S. § 364.03, Subd. 2, as it may be amended from time to time; where the applicant has not shown competent evidence of sufficient rehabilitation\* and present fitness to perform the duties and responsibilities as provided in M.S. § 364.03, Subd. 3, as it may be amended from time to time. Crimes that are considered to be directly related to the business of peddlers, solicitors, and transient merchants include but are not limited to crimes involving assault, criminal sexual conduct, burglary, robbery, fraud, theft, murder, manslaughter, rape, child abuse, incest, kidnapping, arson, blackmail, embezzlement, extortion, forgery or larceny.

(3) The revocation of any permit issued to the applicant for the purpose of conducting business as a peddler, solicitor, or transient merchant within the past five years.

(4) The applicant is determined to have a bad business reputation. Evidence of a bad business reputation shall include, but is not limited to, the existence of substantiated complaints against the applicant with the Better Business Bureau, the Attorney General's office, or other similar business or consumer rights office or agency, within the preceding 12 months; a rating of C or less with the Better Business Bureau or other similar business or consumer rights office or agency; or the existence of substantiated complaints against the applicant with the City or with any other jurisdiction where the applicant performed permit activities within the preceding 3 years.

(5) Failure to follow all Federal, State, and Local laws, rules, and regulations related to permit activities.

(6) If the permit activities are to be performed on another person's behalf, the person on whose behalf the permit activities are to be performed would be disqualified under any of the above.

**\*Competent evidence of sufficient rehabilitation must include one of the following (M.S. 364.03):**

(1) A person who has been convicted of a crime or crimes which directly relate to the public employment sought or to the occupation for which a license is sought shall not be disqualified from the employment or occupation if the person can show competent evidence of sufficient rehabilitation and present fitness to perform the duties of the public employment sought or the occupation for which the license is sought. Competent evidence of sufficient rehabilitation may be established by the production of the person's most recent certified copy of a United States Department of Defense form DD-214 showing the person's honorable discharge, or separation under honorable conditions, from the United States armed forces for military service rendered following conviction for any crime that would otherwise

disqualify the person from the public employment sought or the occupation for which the license is sought, or:

- (a) a copy of the local, state, or federal release order; and

**\*Competent evidence of sufficient rehabilitation must include one of the following (M.S. 364.03):**

(1) A person who has been convicted of a crime or crimes which directly relate to the public employment sought or to the occupation for which a license is sought shall not be disqualified from the employment or occupation if the person can show competent evidence of sufficient rehabilitation and present fitness to perform the duties of the public employment sought or the occupation for which the license is sought. Competent evidence of sufficient rehabilitation may be established by the production of the person's most recent certified copy of a United States Department of Defense form DD-214 showing the person's honorable discharge, or separation under honorable conditions, from the United States armed forces for military service rendered following a conviction for any crime that would otherwise disqualify the person from the public employment sought or the occupation for which the license is sought, or:

- (a) a copy of the local, state, or federal release order; and
- (b) evidence showing that at least one year has elapsed since release from any local, state, or federal correctional institution without subsequent conviction of a crime; and evidence showing compliance with all terms and conditions of probation or parole; or
- (c) a copy of the relevant Department of Corrections discharge order or other documents showing completion of probation or parole supervision.

(2) In addition to the documentary evidence presented, the licensing or hiring authority shall consider any evidence presented by the applicant regarding:

- (a) the nature and seriousness of the crime or crimes for which convicted;
- (b) all circumstances relative to the crime or crimes, including mitigating circumstances or social conditions surrounding the commission of the crime or crimes;
- (c) the age of the person at the time the crime or crimes were committed;
- (d) the length of time elapsed since the crime or crimes were committed; and
- (e) all other competent evidence of rehabilitation and present fitness presented, including, but not limited to, letters of reference by persons who have been in contact with the applicant since the applicant's release from any local, state, or federal correctional institution.

(3) The certified copy of a person's United States Department of Defense form DD-214 showing the person's honorable discharge or separation under honorable conditions from the United States armed forces ceases to qualify as competent evidence of sufficient rehabilitation for purposes of this section upon the person's conviction for any gross misdemeanor or felony committed by the person subsequent to the effective date of that honorable discharge or separation from military service.

- ☒ Please allow 5 to 10 business days for processing
- ☒ The permit expires December 31<sup>st</sup> regardless of the date issued
- ☒ No peddling, soliciting or selling until a permit has been issued – to do so is a violation of City Ordinance and is cause for denial of the permit



**TO BE FILLED OUT BY EACH PEDDLER OR SOLICITOR WORKING IN SAVAGE.**

## **DATA PRACTICES WARNING**

### **READ BEFORE COMPLETING THIS PACKET**

As an applicant for a license/permit at the City of Savage, you are being asked to provide information about yourself which will be used in evaluating your suitability for licensure/permit. The purpose of this request is to obtain information about you to allow us to thoroughly analyze your qualifications and suitability for licensure/permit.

Attached are several documents which ask for your signature and/or personal information. You are not legally required to supply any of the data requested or to sign any of the release and authorization forms. However, should you not provide that information, the City may be unable to fully and adequately determine your suitability for license/permit with this agency which may in turn reduce the chance you may have for licensure/permit with this agency.

Under Minn. Statute § 13.04 subd. 2, names and the designated contact address and telephone number are public data and available upon request. All other information provided on your application prior to licensure approval is classified by law as private data and is accessible to you, but not to the public. Upon license approval, all information provided on your application, except for: date of birth, social security, non-designated or secondary contact address and telephone number, financial data, state and federal tax ID's, or data classified under Minn. Statute § 13.02 subd. 12 as private or subd. 13 as protected nonpublic, is public data.

Private data may be distributed to and used by personnel of the City of Savage who are involved directly and/or indirectly in the approval/denial of, and maintenance of records on licenses/permits. The data may be used and disseminated to individuals or agencies specifically authorized access to the data by state, local or federal law or when approved by the State Commissioner of Administration or by you. Public data is available to any person upon written request to the City of Savage.

This information will be maintained through the time of your licensure/permit with the City of Savage and thereafter. If granted a license/permit, the City may request that you supply this information at additional times in the future for the purpose indicated above. This information may also need to be updated periodically.

**I HAVE READ AND UNDERSTAND THE DATA PRACTICES ADVISORY.**

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**Applicant Signature**

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**Date**

**Directions:** Print legibly using blue or black ink. Answer all questions and indicate not applicable if appropriate. Any falsification of answers will result in denial of the application.

SECTION 1: APPLICANT						
First Name				Last		
Middle		Maiden Name		Phone (      )		
Permanent Residence Address						
City		State		Zip	County	
Local Address (if not same as above)						
City		State		Zip	County	
Sex	Race		Height	Weight	Hair Color	Eye Color
Date of Birth			Place of Birth (City/State/Country)			
Driver's License/State ID Number				State of Issue		
Cell Phone (      )		Home Phone (      )		Business Phone (      )		
<i>Address(es) at which you have lived during the preceding five years.</i>						
Address						
City		State		Zip	County	
Address						
City		State		Zip	County	
Address						
City		State		Zip	County	
<b>Are you a U.S. Citizen?</b> If yes, but birthplace was not in the U.S., please provide a Certificate of Naturalization, Certificate of Citizenship, or current passport. If no, present proof of immigration/employment status.						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever used or been known by a name other than the name given above?</b> If yes, list such name(s) and information concerning dates and places used (maiden, nickname, etc.): <hr/>						<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 2: BUSINESS INFORMATION						
<i>Supply the following information about business, employer, principal, or supplier of applicant.</i>						
Business Name				Phone (      )		
Address						
City		State		Zip	County	
Any other names the business is affiliated, owned, managed or operated by						
MN Sales Tax Number				Federal Tax ID Number		
<b>Is the business registered with the MN Secretary of State's Office?</b> If no, provide proof of exemption.						<input type="checkbox"/> Yes <input type="checkbox"/> No

*Continued >*

Applicant's relationship to business (employee, owner, manager, etc.)				
Supervisor or Manager's Name			Phone (       )	
A brief description of the nature of the business and the products to be sold.				
Will you have the merchandise in your possession when you are going door to door?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is the source of supply of the products to be sold?				
Where is the local point of distribution and the proposed method of delivery?				
<b>SECTION 3: ADDITIONAL INFORMATION</b>				
Dates of selling or soliciting		Hours of selling or soliciting		
Have you or the firm or business employing you been the subject of an investigation by a consumer protection agency or state attorney general office? If yes, give dates and places. Attach an additional sheet if necessary.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____				
_____				
Have you had a registration, license and/or identification card for peddler or solicitor denied or revoked by the City or any other government body three years before the application date? If yes, provide the details and locations.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____				
_____				
Have you ever been convicted of any felony, crime or violation of any ordinance, other than a minor traffic offense? If yes, give date, place, and nature of conviction. Attach additional sheet if necessary.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____				
_____				
List the last five cities or other localities where applicant conducted peddling or soliciting immediately preceding the date of application.				
_____				
_____				
<i>Vehicle Information</i>				
Year	Make	Model	Color	State of Registration
License Plate Number		Registered Owner Name(s)		
Driver of vehicle (if other than self)				

**DOCUMENTATION NEEDED**

**Attach the following documentation:**

- 1. Credentials establishing relationship to employer/supplier (company issued ID card, paystub, etc).
- 2. A copy of all literature about products and/or services that will be shown or distributed to residents.
- 3. Non-refundable Application/Investigation fee of \$150. Make check payable to the City of Savage.

**NOTICE**

**Note:** A photo ID card will be issued to each peddler/solicitor. All applicants must pick up their badge in person at Savage City Hall.

The information I have provided on this application is truthful. I confirm that the application is complete and all required information has been provided. No further information will be allowed to be submitted after the background investigation has been started. I authorize the City of Savage to investigate the information and contact persons/organizations named on this application.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

State of: Minnesota

County of: Scott

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_  
*Date* *Name of Applicant*

\_\_\_\_\_  
**Notary Signature**

\_\_\_\_\_  
**Title or Rank**

\_\_\_\_\_  
**My Commission Expires**



# BACKGROUND INVESTIGATION

## DATA PRACTICES ADVISORY FOR PROTECTED INFORMATION

City of Savage | 6000 McColl Drive, MN 55378 | Office: 952-882-2660 | Fax: 952-882-2656

**Read this Advisory before completing the consent for release information and providing the protected information on the reverse side.**

As an applicant for a license/permit with the City of Savage, you are being asked to provide information about yourself that will be used to evaluate your eligibility to obtain a license/permit.

The purpose and intended use of the data requested on the reverse side is to conduct the background inquiries that this City uses to establish your eligibility to obtain a license/permit. A complete criminal history and driver's license check is conducted to determine whether there are any factors that affect your suitability for a license/permit.

DATA WE HAVE REQUESTED	INTENDED USE
All names you are known by, or have been known by	To conduct a complete criminal history and background check
Date of birth	To access driver's license and criminal history data
Gender	To access driver's license and criminal history data
Driver's license number	To access driver's license data

This data will be used solely for the above-mentioned purposes. This data will be forwarded to the appropriate City staff as determined necessary for completion for the background investigation.

You are not legally required to provide the requested information. However, if you do not, the City of Savage will be unable to conduct the required background inquiries and will not be able to issue a license/permit.

**I have read and understand the information stated above.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**





# CONSENT FOR RELEASE OF INFORMATION IN ACCORDANCE WITH MSA 13.05, SUBD. 4(D)

City of Savage | 6000 McColl Drive, MN 55378 | Office: 952-882-2660 | Fax: 952-882-2656

I, \_\_\_\_\_, authorize the City of Savage Police Department to release criminal history data, as defined by Minnesota Statute 13.87, subd. 1 and driver's license and traffic record data to the City Clerk for the City of Savage. I understand that some of this data may be classified as private data under Minnesota statutes and I hereby give my informed consent to the release of that private data by the City of Savage Police Department to the City Clerk for the City of Savage.

This consent for the release of data is for the purpose of determining my eligibility to obtain a license/permit with the City of Savage. This information cannot be used for any other purposes.

I may revoke this authorization in writing at any time and in no event will it be valid for more than one year from the date below.

\_\_\_\_\_  
**Signature of Individual Authorizing Release**

\_\_\_\_\_  
**Date**

PLEASE COMPLETE THE FOLLOWING INFORMATION			
First	Middle		
Last			
Sex	Date of Birth		
Address			
City	State	Zip	
Drivers License No.			State Issued
Please list any other names you are or have been known by:			
Employer			

I certify that all statements by me on this form are true and complete. I understand that any false statements or omissions on this form shall be sufficient cause for rejection of my application for a license/permit.

I hereby authorize the City of Savage to use this information to determine my eligibility to obtain a license/permit.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

- (b) evidence showing that at least one year has elapsed since release from any local, state, or federal correctional institution without subsequent conviction of a crime; and evidence showing compliance with all terms and conditions of probation or parole; or
- (c) a copy of the relevant Department of Corrections discharge order or other documents showing completion of probation or parole supervision.

(2) In addition to the documentary evidence presented, the licensing or hiring authority shall consider any evidence presented by the applicant regarding:

- (a) the nature and seriousness of the crime or crimes for which convicted;
- (b) all circumstances relative to the crime or crimes, including mitigating circumstances or social conditions surrounding the commission of the crime or crimes;
- (c) the age of the person at the time the crime or crimes were committed;
- (d) the length of time elapsed since the crime or crimes were committed; and
- (e) all other competent evidence of rehabilitation and present fitness presented, including, but not limited to, letters of reference by persons who have been in contact with the applicant since the applicant's release from any local, state, or federal correctional institution.

(3) The certified copy of a person's United States Department of Defense form DD-214 showing the person's honorable discharge or separation under honorable conditions from the United States armed forces ceases to qualify as competent evidence of sufficient rehabilitation for purposes of this section upon the person's conviction for any gross misdemeanor or felony committed by the person subsequent to the effective date of that honorable discharge or separation from military service.

- Please allow 5 to 10 business days for processing
- Permit expires December 31<sup>st</sup> regardless of the date issued
- No peddling, soliciting or selling until permit has been issued – to do so is a violation of City Ordinance and is cause for denial of the permit