

**CHECKLIST FOR DOOR-TO-DOOR SOLICITATION LICENSES**

- \_\_\_ Payment of **\$200.00 license fee** received.
- \_\_\_ Proof of registration and/or certificate of good standing with the Wyoming Secretary of State received.
- \_\_\_ Proof that the company is registered with the Wyoming Dept. of Revenue
- \_\_\_ Proof of City of Douglas contractor's license, if applicable
- \_\_\_ Provide explanation of the nature of their business and how long they intend to be at each home during this solicitation
- \_\_\_ Disclosure of any previous solicitation license revocations and the explanation why this happened.
- \_\_\_ Submission of completed and signed application, containing the following information:
  - \_\_\_ Complete description of all vehicles, including license plate numbers.
  - \_\_\_ Full name (including aliases)
  - \_\_\_ Business address and telephone number, as well as address and telephone number for the responsible party, if different than the individual
  - \_\_\_ Name and address of immediate supervisor, if applicable
  - \_\_\_ A complete list of everyone to be authorized under the license, including the following for each individual listed:
    - \_\_\_ Name    \_\_\_ Address    \_\_\_ Date of birth    \_\_\_ Physical description
    - \_\_\_ Proof of identification via one of the following accepted documents:
      - \_\_\_ Valid US driver's license or ID card issued by any state
      - \_\_\_ Valid US uniformed services ID card
      - \_\_\_ Valid US passport **and** work VISA
      - \_\_\_ US Citizenship & Immigration Services Green Card
    - \_\_\_ A current copy of the person's criminal background check as maintained by the Wyoming Division of Criminal of Investigation
    - \_\_\_ A five-year driving history dated no more than 60 days prior to the date of application for a Commercial Solicitation license.

**ADVISE APPLICANTS OF THE FOLLOWING INFORMATION:**

- \_\_\_ Money order or cashier's check made payable to DCI in the amount of **\$15.00 per report** must be submitted with the fingerprint card(s) in order to receive the criminal background check.
- \_\_\_ The background check takes 14 to 20 days to be completed.
- \_\_\_ The background check is a Western Identification Network (WIN) check, covering the areas of Wyoming, Alaska, Idaho, Montana, Nevada, Washington, Oregon, and Utah.
- \_\_\_ Every individual to be authorized under the door-to-door solicitation license must go to the Douglas Police Department and complete the fingerprint cards provided.
- \_\_\_ A **\$5.00 fee** for each set of cards will need to be paid at the time of the prints.
- \_\_\_ The Police Department will then send the cards to the Wyoming Division of Criminal Investigation and will provided the reports once they're complete. A determination will be made by the Chief of Police or his/her designee regarding which individual(s) is/are able to be licensed under the submitted application for door to door solicitation.

CITY OF **DOUGLAS** WYOMING  
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- \_\_\_\_\_ A letter will be provided to the City Clerk by the Police Department stating this decision.
- \_\_\_\_\_ The City Clerk will then advise the applicant(s) who is able to solicit door to door within the City of Douglas provided all other requirements have been met.
- \_\_\_\_\_ 5-year driving record: If the applicant(s) has a valid Wyoming driver's license, it will take 3 to 5 business days to process the report, which can be obtained in the following manners:
  - \_\_\_\_\_ In person at any driver's license station; must have proof of identification;
  - \_\_\_\_\_ Via mail, by sending a written request **specifying a 5-year report is needed**;
  - \_\_\_\_\_ Request must include full name, date of birth, WY driver license number, and social security number.
  - \_\_\_\_\_ Via WYDOT's website by downloading the "Release of Driving Record & Personal Information" or complete the form and mail it in.
- \_\_\_\_\_ Individuals can send the written request or the form, but are **not** to do both.
- \_\_\_\_\_ A **\$5.00 fee** is charged per report and is payable by check or money order to WYDOT or other State Department of Transportation.
- \_\_\_\_\_ No information is being provided regarding requirements of other states in obtaining a 5-year driving history; this will have to be researched by the applicant (i.e. fees for driving records in the state of Montana, Idaho, Colorado, etc.).
- \_\_\_\_\_ **No license will be issued until all required fees have been paid and required information is received by the City Clerk's office.**

**NO COMMERCIAL SOLICITATION LIST AND SIGNAGE**

- \_\_\_\_\_ The applicant(s) must obtain a copy of the "**No Commercial Solicitation List**" as maintained by the City of Douglas, or obtain a copy of the list via the City's website at [www.cityofdouglas.org](http://www.cityofdouglas.org).
- \_\_\_\_\_ The applicant(s) must refrain from soliciting any residence that has a "**No Commercial Solicitation**" or "**No Solicitation**" sign, or some variation thereof, posted on or at the property, per Section 5.20 of the Douglas Municipal Code.

\_\_\_\_\_  
Signature – Applicant

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date