



"meeting community needs
.....enhancing quality of life"

FEES ARE NON-REFUNDABLE		Date Recv'd ___/___/___
<input type="checkbox"/> Company License	\$200.00	ChargeCode: CLLCMS
<input type="checkbox"/> Addt'l Employee License	\$50.00	ChargeCode: CLLCME
<input type="checkbox"/> Investigation fee	\$ 7.00	ChargeCode: CLCPIF
Total fee paid \$ _____		Receipt _____
<input type="checkbox"/> Original Application <input type="checkbox"/> Renewal – License # _____		

**LICENSE APPLICATION for
COMMERCIAL SOLICITATION LICENSE**

6 MONTH LICENSE: APRIL 1 TO SEPTEMBER 30 & OCTOBER 1 TO MARCH 31

SECTION 1 – COMPANY INFORMATION – Answer all questions completely. Please PRINT clearly

Name of Company Holding License				
Company Street Address		City	State	Zip
Company Telephone Number	Type of Sales:			
	<input type="checkbox"/> Door to Door Solicitation <input type="checkbox"/> Specific Location in City _____			
Type of Merchandise of Services – List specific product(s) or actual services being provided:				
Contact Phone Number while in the City of Appleton	← THIS INFORMATION MUST BE PROVIDED			

SECTION 2 – EMPLOYEE INFORMATION – Every employee over 18 years of age is required to complete an application form. If employees are minors, you must show proof of State Street Trade Permit pursuant to Wisconsin Act 113.

Name of Employee (Last, First, MI)		Are you the main employee contact for this company?		
		Yes	No	
Employee Home Street Address		City	State	Zip
Driver's License Number	State licensed In	Date of Birth	Sex	

SECTION 3 – VEHICLE IDENTIFICATION – Vehicle to be used for solicitation purposes

Make of Vehicle	Year	Color	License Plate No.	State Licensed In
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SECTION 4 – PENALTY NOTICE

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.
Signature of Applicant: _____

FOR OFFICE USE ONLY

Dept	Approve	Deny	By	Reason
POLICE				
CITY SEALER				
Date sent for approvals ___/___/___	Date Issued ___/___/___	Expiration Date ___/___/___	License Number	

COMMERCIAL SOLICITATION LICENSE

- ✓ Commercial Solicitation Licenses for the City of Appleton are issued for a six month time period. From April 1 to September 30 and October 1, to March 31. The process to obtain a Commercial Solicitation License takes approximately 5 business days from the date of the application until the date of issuance and requires approval from several City departments. Commercial Solicitation Licenses contain a current photo of the license holder – these are taken at the City Clerk’s Office. The license is a photo ID card which needs to be prominently displayed on your person when performing door to door solicitation.
- ✓ **Licenses issued shall not be valid on public or private property located within the CBD (Central Business District) on the following special event days: Flag Day Parade, Octoberfest and Christmas Parade, or within 2 (two) block radius of any other special event.**
- ✓ To apply for a Commercial Solicitation License, file your completed, signed application form with the City Clerk’s Office. Applicants must be at least 18 years of age to apply. If employees are under 18, proof of State Street Trade Permit pursuant to Wisconsin Act 113 must be provided at time of application.
 1. A license is needed for the company.
 2. A license is needed for each employee working for the company.
- ✓ License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:

Company License – \$207.00 - \$200.00 application fee + \$7.00 investigation fee

Employee License - \$57.00 - \$50.00 application fee + \$7.00 investigation fee
- ✓ QUESTIONS? Please call 920-832-6443