

CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE.
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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:

- Potential waiting period of 30 minutes at the Sheriff's Department if the applicant chooses to obtain fingerprint cards at 7:00 a.m., 12:00 p.m., or 5:00 p.m., as these are mealtimes for inmates and detention officers will be unable to fulfill a request for fingerprints at these times.
- Money order or cashier's check made payable to DCI or the Attorney General's Office 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 Converse County Sheriff's Department and complete the **orange fingerprint card** provided by the Sheriff's Department.
- A **\$5.00 fee** for each set of cards will need to be paid at the time of the prints.

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- ____ Once the fingerprint cards are complete, the applicant(s) must **immediately** deliver the cards to the City of Douglas Police Department, along with the \$15.00 fee for the reports.
- ____ The Police Department will then send the cards to the Wyoming Division of Criminal Investigation with instructions to return the criminal background check to the Douglas Police Department.
- ____ Once the background check(s) is/are in the possession of the Police Department, 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.
- ____ 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, he/she will be advised that it takes 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 Dept. 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.
- ____ 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

CHECKLIST - Door to Door Solicitation
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