



**CITY OF HENDERSON, KENTUCKY
BUSINESS / FOR PROFIT
SOLICITATION APPLICATION / PERMIT**

| | | |
|--------------------------------------|---------------------|-------------|
| Agency/Company Name: | | Phone: |
| Company Home Address: | State: | Zip Code: |
| Contact Person: | Title: | Phone: |
| Local/Branch Address, if applicable: | State: | Zip Code: |
| Local Contact Person: | Title: | Phone: |
| Federal Tax ID: | KY Tax ID: | Tax Exempt: |
| Date Permit to Begin: | Date Permit to End: | Renewable*: |
| Previous Permit Issued: | If yes, date: | Name: |

* Applications for renewal of permits must be submitted at least five (5) days before the expiration of the existing permit.

Type of Solicitation

| | | | | |
|--|-------------------|---------|-------------|------------|
| Business / For Profit | Local Office: | | | |
| Local Contact/Applicant*: | Title: | Phone: | | |
| Applicant's Date of Birth: | Height: | Weight: | Hair color: | Eye color: |
| Kentucky Secretary of State Authorization: | Business License: | | | |

* Applicant must provide a statement as to whether he/she has been arrested or convicted of any crime and if so, what. Attach separate sheet of explanation, if applicable.

Method of Solicitation

| | | | | |
|-------------------------------|---|-----------------------|---------|--------------------------|
| Door to Door: | Person to Person: | Mail: | Direct: | Telephone ¹ : |
| ¹ Caller Location: | | ¹ Address: | | ¹ Phone: |
| Contact Person: | | Title: | | Phone: |
| Product Sales: | Describe: | | | Price: |
| Number of Solicitors: | *Provide a copy of a photo ID for each. | | | |
| Commission: | Vehicles / Descriptions: | | | |

I attest that the above information is true to the best of my knowledge. I fully understand that falsification of this form will result in a revocation of the permit without refund of fee, and could result in criminal charges. I have been provided with a copy of the Henderson ordinance regarding solicitation procedures. I understand a background check will be conducted, including but not limited to, Kentucky Attorney General's Office, Kentucky Better Business Bureau (BBB), Home State Attorney General's Office, Home State Better Business Bureau (BBB), and a criminal wanted check of all solicitors listed (required).

Signature of Applicant

Date: _____
(at least 5 days before solicitation to begin)

(Do not write below this line)

| | |
|------------------------------------|----------------------------------|
| HPD Response: | Date: |
| Fee: \$ | Receipt Number: |
| Approved: <input type="checkbox"/> | Denied: <input type="checkbox"/> |

Approved by:

| | |
|-------------|------|
| City Clerk: | Date |
|-------------|------|

Photo ID(s) Issued: ☐

City of Henderson - Code of Ordinances
CHAPTER 18, PEDDLERS AND SOLICITORS
ARTICLE II. SOLICITORS

DIVISION 1. GENERALLY

Section 18-16. Definition. The following words and phrases, when used in this article, shall have the meanings respectively ascribed to them:

Goods, wares, merchandise and services shall include, but not by way of limitation, magazines, periodicals, printed matter and advertising space in any publication.

Solicitor shall mean any person who shall solicit orders from door-to-door or on any street or public place within the city, or by telephone within the city, for the future delivery of any goods, wares, merchandise or services.

Section 18-17. Exemptions. This article shall not apply to salesmen selling goods to retail or wholesale stores for resale. Any person who has, and has had for the preceding twelve (12) months, a regular place of business within the city, and any person employed by or soliciting for any person who has, and has had for the preceding twelve (12) months, a regular place of business within the city, shall not be required to register before soliciting orders.

Section 18-18. Article supplemental to existing ordinances. This article shall be supplemental to all existing ordinances and shall not be construed to effect a repeal of any licensing ordinance now in force.

DIVISION 2. REGISTRATION

Section 18-26. Required. No person shall do business as a solicitor without first registering as provided herein.

Section 18-27. Application. An applicant for permission to be a solicitor shall complete an application blank provided by the city clerk, which application blank shall contain the following information:

- (1) The name, home address and local address, if any, of the applicant;
- (2) A physical description of the applicant, setting forth applicant's date of birth, height, weight, color of hair and eyes;
- (3) (a) The name and address of the person by whom or through whom orders are to be solicited or cleared, including both the home address and the address of the office or branch out of which the applicant works;
(b) A list of each solicitor to include name, address, date of birth and copy of photo I.D. of each one;
- (4) The nature of the goods, wares, merchandise or services for which orders are to be solicited;
- (5) A statement as to whether the applicant has been arrested or convicted of any crime and, if so, what;
- (6) A statement as to the period during which the applicant intends to solicit orders, which shall not extend beyond December thirty-first of the calendar year during which the application is made.
- (7) The application must be filed at least **five (5) business days** before the requested solicitation is to begin. All approved applications will remain valid for a period of thirty (30) days subject to item number (6) above. Applications for renewal of permits must be submitted at least **five (5) days** before the expiration of the existing permit.

Section 18-28. Identification of applicant and soliciting.

- (1) The applicant, at the time of executing the application blank under section 18-27, shall also submit identification satisfactory to the police department which shall contain a specimen of the applicant's signature.
- (2) All solicitors or authorized representative shall display a solicitation photo card, provided by the City of Henderson at a cost of **twelve dollars (\$12.00)** to be paid by each solicitor, while soliciting door to door.

Section 18-29. Approval of application. Upon compliance by the applicant with the provisions of sections 18-27 and 18-28, the police department shall communicate its approval upon the application to the City Clerk; provided, however, that the police department shall not be required to grant such approval to any person who shall have been convicted of any felony or misdemeanor, or of violation of this article.

Section 18-30. Transfer, effect, etc., of credentials. Credentials issued under this division shall be non-transferable and shall entitle the holder thereof, for the period indicated therein, unless revoked, to solicit orders within the city for the purchase of the merchandise specified in the submitted application, provided that the holder shall have their stamped credentials in their possession at all times while soliciting orders and shall exhibit the same at any time upon request by any police officer of the city or any purchaser or prospective purchaser.

Section 18-31. Registration does not permit entry in privately policed areas. Registration under this division shall not be construed to be a permit to enter privately policed areas.

Section 18-32. Rules governing approved solicitors. Approved solicitors must observe the following:

- (1) No solicitations are permitted from sunset to 8:00 a.m. and
- (2) Solicitors shall not, in an effort to further sales, make offensive utterances, gestures or displays, use abusive language to any person or otherwise engage in a course of conduct or repeatedly commit acts which alarm or seriously annoy other persons and serve no legitimate purpose.

Section 18-33. Revocation and penalties.

- (1) Any solicitor, including a charitable solicitor, in violation of the rules and regulations set forth in this division shall be subject to having his/her approval for solicitation revoked without refund of any administrative fees which might have been charged. The same shall apply to any business utilizing multiple solicitors.
- (2) The chief of police, upon determining a violation(s) of the rules and regulations set forth by this division, may order such solicitation approval revoked, without refund of any administrative fee which might have been charged. Any person who feels aggrieved by such determination by the chief of police, may, within five (5) days of receipt of the order from the chief of police, appeal that determination to the city manager. The decision of the city manager shall be final.
- (3) In addition to having his/her approval for solicitation revoked, any person who intentionally violates the rules and regulations set forth in this division shall be guilty of a Class A Misdemeanor.

