

**DOCUMENTS REQUIRED FOR
SOLICITOR'S LICENSE**

1. Application form (attached).
2. Valid form of government issued identification bearing the applicant's photograph.
3. \$100.00 application fee.
4. 1 1/2" x 1 1/2" photo. If applicant is able to come to the Village Clerk's office, the necessary photo can be taken at the office, otherwise, applicant must provide photo.
(A new photo is required for each year.)
5. State Certificate of examination from the sealer of weights and measures (if applicable).
6. State/Brown County health officer's certificate (if applicable).

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED TO THE VILLAGE
CLERK'S OFFICE SIX WORKING DAYS BEFORE PERMIT IS ISSUED.
THERE ARE NO EXCEPTIONS.**

- SEE NEXT PAGE FOR SOLICITOR LICENSE APPLICATION -

**VILLAGE OF ASHWAUBENON
SOLICITOR APPLICATION**

Fee: \$100.00

Name: _____
Last First Middle Name

Permanent Home Address: _____
Number Street

City State Zip Code Phone: _____

Birthdate: _____ Height _____ Weight _____ Hair Color _____ Eye Color _____

Social Security Number: _____ Seller's Permit Number: _____

Name & address of the person, firm, association or corporation that you represent, or your employer, or whose merchandise is being sold: _____

Phone: _____

Temporary address from which business will be conducted: _____

Phone: _____

Nature of business: _____

Provide detailed description of merchandise and any services offered: _____

When will business be conducted? Provide dates: From _____ To _____

Proposed method of delivery: _____

Motor vehicle to be used in the conduct of your business:

License Number Make Model Year

Name of three cities, villages or towns in which you last conducted business: _____

Place you can be contacted for seven days after leaving village: _____

Have you ever been convicted of any crime or ordinance violation related to your transient merchant business within the last five years? _____ If answer is yes, state date, place and offense: _____

Please continue on next page

Please present the following to the clerk for examination:

1. Copy of driver's license or some other proof of identity.
2. State Certificate of Examination and Approval from the Sealer of Weights and Measurers where your business requires use of weighing and measuring devices approved by state authorities.
3. Brown County Health Department Certificate where your business involves the handling of food or clothing and is required to be certified under state law; such certificate to state that applicant is apparently free from any contagious or infectious disease, dated not more than 90 days prior to the date of application.

I, _____, state that I have read the foregoing answers, and the same are true to the best of my knowledge. I understand that any direct sales activity is limited to the time, date, location and inventory representations on this application and all provisions of Section 12.05 Ashwaubenon Municipal Code. I hereby designate the Village Clerk for the Village of Ashwaubenon as my agent for the purposes of accepting service of process in any civil action arising out of/or in conjunction with the use of this license, in the event I cannot, after reasonable effort, be served personally.

Signature of Applicant

Date

Approved _____
Public Safety Director

Your application cannot be processed until all required documents are filed in the Clerk's Office and the fee is paid.

MUNICIPAL CODE SECTION 12.12(2)(b) requires that every applicant must disclose on his or her application for any license with the Village of Ashwaubenon any and all amounts of money owed to the Village by him or her or by the previous owner of the premises to be licensed. Any applicant failing to disclose such debts will have his license revoked.

I hereby certify that I do not have any outstanding debts owing the Village of Ashwaubenon.

Signature of Applicant

Return to:
Village Clerk's Office
Village of Ashwaubenon
2155 Holmgren Way
Green Bay, WI 54304