

License # \_\_\_\_\_  
Date \_\_\_\_\_



**LICENSE APPLICATION FOR**

**PEDDLERS / SOLICITORS/BILLPOSTERING / TRANSIENT MERCHANT**

PLEASE COMPLETE ENTIRE APPLICATION (*Please Print*)

FULL NAME (applicant) \_\_\_\_\_

Local address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Permanent residence: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone #: \_\_\_\_\_

Sex: **M** **F** (Circle one) **(\*\*Attach a copy of Driver's License or a recent photograph ID \*\*)**

Driver's License # \_\_\_\_\_ State where License Issued: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eyes \_\_\_\_\_

Business Name: \_\_\_\_\_ Company's Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Type of License Applying For:

- Peddlers** – carrying goods for immediate sale
- Solicitor/Billposting** – solicit from house to house for any order of goods, services, subscriptions or merchandise to be delivered at a future date.
- Transient Merchant** – temporary / itinerant merchandising business within building structure or who operating out of a vehicle which is parked within the City limits. (See Additional Requirements, #7 on page 3)

Product/Nature of Business: (be specific) \_\_\_\_\_

(attach flyer to be distributed for billposting)

Date(s) License Requested for: From \_\_\_\_\_ To \_\_\_\_\_

Last three (3) **cities and dates** applicant engaged in similar activity:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Vehicle Information: (Please list **all** vehicles that will be used and read page 3 of application for additional requirements;

Attach separate page if needed.)

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ License plate # \_\_\_\_\_ State \_\_\_\_\_

**Street Vendors Only: OSCILLATING LIGHT INSPECTION** (inspection prior to license issued) \_\_\_\_\_

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Have you been convicted of a felony, misdemeanor, or other crime involving force, violence, moral turpitude, deceit or fraud?

No  Yes Date of Conviction \_\_\_\_\_

Nature & Circumstance of Conviction: \_\_\_\_\_

Do you have any such charges pending now? \_\_\_\_\_ If so, give full details: \_\_\_\_\_

Each applicant shall provide, as part of their application, a State DCI certified stamped copy of current criminal history background report which shall be dated within one year of the application and shall be provided at the sole expense of the applicant (see additional requirements on page 3).

Have you had a municipal license in the City of Ankeny before?  No  Yes Date: \_\_\_\_\_

Have you lived outside Iowa in the past 5 years?  No  Yes If yes, where? \_\_\_\_\_

Criminal background checks will be required from each state as stated on page 3 under Additional Requirements.

*\*132.06 Bond Required. Before a license under this chapter is issued to a **transient merchant**, an applicant shall provide to the Clerk evidence that the applicant has filed a bond with the Secretary of State in accordance with Chapter 9C of the Code of Iowa.*

| APPLICATION FEE DUE AT TIME OF APPLICATION |           |   |
|--|-----------|---|
| License Fees                               | Date Paid | Length of time desired for license, include dates |
| Application Fee: \$20.00                   | _____     | Daily (\$20) _____                                |
| <b><u>(Non-refundable)</u></b>             |           | Weekly (\$30) _____                               |
|  |           | Monthly (\$50) _____                              |
| Permit Fee: \$_____                        | _____     | One to Six Months (\$100) _____                   |

I, the undersigned, hereby swears that I will comply with all local, state and federal laws in conducting the business enterprise described herein; that all information contained in this application is true and I am aware that statements given on this application are subject to investigation and verification and that a permit shall be denied if the information provided on this application proves to be a misrepresentation of the facts. I promise to release the City of Ankeny, Iowa, its officials, agents or employees from any liability or damages which result from verifying the accuracy and reliability of the information contained on this application.

**\*\*Application must be complete and signed--incomplete and unsigned applications cannot be processed.\*\***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Guardian if applicant is a minor

**Peddlers, Solicitors and Transient Merchants License Additional Information/Requirement Sheet**

The State of Iowa Criminal Background Report form is available online [http://www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain\\_records.shtml](http://www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain_records.shtml). The address is 215 East 7<sup>th</sup> Street, Des Moines, IA 50319 and the phone number is 515.725.6066. (See #2 below)

**ADDITIONAL REQUIREMENTS PER THE ANKENY CITY CODE OF ORDINANCES:**

(Please read and supply records if necessary.)

1. Persons engaging in soliciting by operating out of a vehicle (street vendors) shall provide a certified copy of his or her current driving record.
2. If a new applicant resided outside of Iowa anytime during the five years before applying, the person must also obtain, at their own expense, a copy of his or her current criminal history background report and certified copy of driving record from each state of residence during the prior five years.
3. Any person whose license has been suspended or revoked, or has expired for more than 30 days, will be required to obtain a State DCI certified stamped copy of current criminal history background report and certified driving record in the same manner as a new applicant.
4. A list of all convictions (convicted of, pled guilty to or stipulated to the facts of a criminal offense) for criminal offenses, other than traffic offenses, during the ten years immediately preceding the date of application.
5. A list of all convictions for traffic violations for which the applicant's license was suspended, revoked or barred during the five year immediately preceding the date of application.
6. Mobile Food Vendors (other than prepackaged) are required to submit Operational Permit Application to the Ankeny Fire Department, see attachment.
7. Transient Merchant Applications require written permission from property owner to operate on property.

**Please note: the process to obtain these reports may take anywhere from one to six weeks.**

**Pursuant to Municipal Code Chapter 132.11 - Hours of solicitation in the City of Ankeny are from 9 a.m. to 7 p.m., Monday through Saturday. No soliciting on Sundays or National Holidays.**

*Revised 4/26/18*

|                                |       |
|--------------------------------|-------|
| Staff Use Only                 |       |
| Result of investigation: _____ |       |
| Reason for denial: _____       |       |
| _____                          |       |
| _____                          | _____ |
| City Clerk                     | Date  |