



## BUSINESS LICENSING OFFICE

185 EAST MAIN

P.O. BOX 893

PRICE, UTAH 84501

PHONE: (435) 636-3161, FAX: (435) 637-2905, WEB: [www.priceutah.com](http://www.priceutah.com)

### **HOW TO APPLY FOR A PRICE CITY SOLICITOR'S LICENSE**

The following checklist is provided to help you in applying for a Price City Solicitor's License. A copy of Price City **Ordinance No. 2006-001, An Ordinance Governing Residential Solicitation within Price City**, is attached. Please read the ordinance *carefully* before completing the application.

- Complete the Solicitor's License Application.
- Provide proof of identity (*copy of valid driver's license, U.S. passport, state ID card, or U.S. military ID card*).
- Provide proof of registration with the Utah State Department of Commerce (*attach copy*).
- Submit a BCI background check dated no later than 180 days prior to the date of the application.
  1. *A Utah Department of Public Safety Bureau of Criminal Identification verified criminal history report; or*
  2. *Verification by the Utah Department of Public Safety Bureau of Criminal Identification that no level of criminal history exists that would disqualify you from obtaining a license; or*
  3. *A signed waiver allowing Price City to obtain a name/date of birth BCI background check.*
- Return completed application and attachments to the Business Licensing Officer (City Treasurer), located on the first floor of City Hall, 185 East Main.
- Obtain an Identification Badge from the Business Licensing Officer.
- Pay all applicable fees at the Price City Utilities Department at City Hall, 185 East Main. License fees are **\$200.**

Upon approval by the Business Licensing Officer, a temporary license will be issued allowing you to immediately begin door-to-door solicitation. A request for a temporary license will be granted or denied the same business day that a **completed** application is received and applicable fees are paid.

Within 25 calendar days from issuance of the temporary license, you will receive written notice as to whether or not you will be granted an annual license. Please note that the temporary license will automatically expire after 25 days from issuance, or upon grant or denial of an annual license, whichever period is shorter.

Annual licenses are valid for one year from the date of issuance of the temporary license. Licenses are eligible for renewal; a new application must be completed and all required fees submitted prior to the expiration date. **Licenses are non-transferable.**