



Incorporated October 22, 1956

CITY OF SARATOGA

13777 FRUITVALE AVENUE • SARATOGA, CALIFORNIA 95070

INSTRUCTIONS FOR NON-PROFIT SOLICITOR/PEDDLER APPLICANT

Please read the following instructions carefully.

1. Complete the attached Solicitor's permit application.
2. No fee will be charged if rent documentation from the IRS supports claim of non-profit status. All applicants will be required to obtain a Saratoga City Business license. There will be no charge proved the non-profit information is obtained.
3. The solicitor information sheet must be completely filled out. This form will be submitted to the Santa Clara County Sheriff's Department for their review and approval.
4. You will be contacted when the permit has been approved.
5. The permit issued shall be valid for up to one year from the date of issuance, and shall be subject to any conditions as may be imposed by the City Manager, the Planning Director, or the Sheriff's Department. The permit must be carried on persons soliciting/peddling at all times.
6. If you should have any questions call (408) 868-1214.

PLEASE ALLOW 2-3 WEEKS FOR PROCESSING!



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APPLICATION FOR SOLICITOR/PEDDLER PERMIT

NON-PROFIT ORGANIZATION: _____	PHONE: _____
ADDRESS: _____	
CONTACT PERSON FOR THIS PERMIT: _____	PHONE: _____
MAILING ADDRESS: (IF DIFFERENT) _____	

Saratoga Business Lic #: _____ Expires: _____
 Non-profit Organization _____ IRS Statement Attached: _____ Total Number of Persons soliciting: _____
 State dates _____ and times _____ during which the soliciting or peddling will be conducted.

1. Give a complete description of business, activity, program or other purpose for which peddling or solicitation will be made.

2. List all particulars in regards to any felony or misdemeanor offenses which the applicant or any agent/solicitor has been convicted. (List by applicant name, date, offense.)

3. List any other cities within Santa Clara County where applicant has engaged in peddling or soliciting with a valid city/county permit. List names of person/agency issuing the permit along with their phone numbers.

AFFIDAVIT

I DECLARE UNDER PENALTY OF MAKING A FALSE STATEMENT THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

PRINT NAME: _____ TITLE: _____
 SIGNATURE: _____ DATE: _____

OFFICE USE ONLY:	
PERMIT FEES DUE: _____	PERMIT #: _____
BADGES FEES DUE: _____	RECEIPT #: _____
DATE APPLICATION RECEIVED: _____	EXPIRATION: _____

ADDITIONAL SOLICITOR/PEDDLER INFORMATION SHEET

A: (Must be filled out completely)

NAME: _____ DATE OF BIRTH: _____
HOME ADDRESS: _____ CONTACT PHONE: () _____
CITY: _____ STATE: _____ ZIP: _____
DRIVER'S LICENSE #: _____ EXPIRES: _____ STATE: _____
EMAIL: _____

B:

NAME: _____ DATE OF BIRTH: _____
HOME ADDRESS: _____ CONTACT PHONE: () _____
CITY: _____ STATE: _____ ZIP: _____
DRIVER'S LICENSE #: _____ EXPIRES: _____ STATE: _____
EMAIL: _____

C:

NAME: _____ DATE OF BIRTH: _____
HOME ADDRESS: _____ CONTACT PHONE: () _____
CITY: _____ STATE: _____ ZIP: _____
DRIVER'S LICENSE #: _____ EXPIRES: _____ STATE: _____
EMAIL: _____

A: VEHICLES USED IN SOLICITING/PEDDLING ACTIVITY

REGISTERED OWNER: _____ VEHICLE LICENSE #: _____
VEHICLE STATE: _____ YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____

B:

REGISTERED OWNER: _____ VEHICLE LICENSE #: _____
VEHICLE STATE: _____ YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____

C:

REGISTERED OWNER: _____ VEHICLE LICENSE #: _____
VEHICLE STATE: _____ YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____

I certify under penalty of perjury that the above information provided is true and correct to the best of my knowledge.

A: _____
Applicant's signature Date

B: _____
Applicant's signature Date

C: _____
Applicant's signature Date

SOLICITOR TERMS AND CONDITIONS

* Please read and sign the following:

1. Every person licensed as a peddler/solicitor shall wear the identification badge issued by the City, in a prominent position on outer clothing so it is visible to each prospective customer at all times. Licenses, permits and identification badges are not transferable. Any attempted transfer will invalidate the permit/license.
2. No person shall peddle or solicit, or attempt either at or upon the premises of any residential dwelling unit or business establishment where a posted "NO SOLICITORS" or "NO TRESPASSERS" or similar sign is posted upon the premises. Violation of this regulation will result in a citation and in the revocation of the solicitor/peddler permit.
3. No person may throw, distribute, deposit, circulate or in any other way leave any handbill, circular or other advertising material or device at any residence or business, without first having he express consent or request of an adult resident or occupant of the property. It is a misdemeanor to leave any such items upon any yard, driveway, porch or doorstep on any property in the City. No one may throw, distribute, deposit, circulate or in any other way leave any advertising sample or device or other merchandise of any kind, except into the hands of an adult resident or occupant of the property.
4. Commercial peddling or soliciting may be conducted between the hours of 8:00 a.m. and 7:00 p.m. of any day. Persons soliciting in violation of these hours will be cited.
5. Anyone who knowingly and willfully deposits any material that can be mailed such as statements of account, circulars, sale bills, or other like matter, on which no postage has been paid, in any letterbox established, approved, or accepted by the Postmaster General for the receipt or delivery of mail matter or any route with intent to avoid payment of lawful postage thereon, shall be fined for each offense.
6. The city of Saratoga has the right to revoke your permit with just cause.

I have read the requirements above and agree to comply with the terms and conditions with regards to the City of Saratoga solicitor/peddler instructions and application.

Applicant's signature

Date

* Each applicant must sign a Terms and Conditions form. Make copies if necessary.

PROOF OF NON-PROFIT STATUS

TO: City of Saratoga
13777 Fruitvale Ave
Saratoga, CA 95070

FROM: _____

SUBJECT: Proof of Non-profit Status

As proof of our organization's non-profit status we have attached **ONE** of the following:

1. Statement from the IRS or Franchise Tax Board declaring our organization to be a tax-exempt charitable organization. (This documentation should be less than five years old.)
2. Copy of our organization's latest Internal Revenue Service income tax filing.

I declare under penalty of perjury that the above organization currently possesses and expects to maintain non-profit status.

Organization Representative

Date