



Solicitor's Permit Application

Please read the following instructions and information to ensure timely receipt of your permit. For complete details, please review our [Code of Ordinances Chapter 26, Article III](#).

1. An application provided to the City Clerk must be completed in detail with the required information:
 - Full name and address of applicant, and a copy of driver's license or state identification, if an individual
 - Occupation in which applicant desires to engage and for which the permit is desired (door-to-door soliciting, curbside soliciting, or panhandling)
 - Description and license number of all vehicles to be used
 - Applicant's signature if an individual, or partner's signature if a partnership, by the president or vice-president if a corporation, or by an authorized office if an association (please include title)
2. Attachments:
 - You shall provide a list of all employees to be working as solicitors, giving full names and a copy of their driver's license or state identification
 - While the permit is in effect, if you wish to hire more employees as solicitors, you shall provide an additional list with their full names and a copy of their driver's license or state identification. These employees cannot work under this permit until approved
 - You shall provide a reference letter or report from the Better Business Bureau or the Chamber of Commerce of the county in which the applicant resides or business is located
3. Fees:
 - \$100 per permit which will cover one person
 - \$100 per permit renewal which will cover one person
 - \$10 for each additional person working as a solicitor

Additional Information:

- ❖ The name of the applicant and person signing the application must also be the same person reflected on reference letters and all documents submitted to the City Clerk.
- ❖ Allow at least 7-10 business days to process the application. We cannot guarantee any applications requiring a start date sooner than 7-10 business days will be available by your requested start date.
- ❖ Sales or soliciting in public parks is not covered by this permit. You must contact Parks and Recreation at 940-761-7490.
- ❖ Panhandling solicitor permits will cover only one applicant.
- ❖ All permits shall expire 90 days after they are issued.
- ❖ Applicants may renew a permit within 15 days of the expiration of their permit with a maximum of three renewals per calendar year.
- ❖ Payment forms accepted: cash, check, or money order made out to the City of Wichita Falls.

Please return this form to the City Clerk's Office at 1300 7th St Room 104 Wichita Falls, TX 76301 or via email at city-clerk@wichitafallstx.gov



OFFICE OF CITY CLERK

MARIE BALTHROP, TRMC/CMC, CITY CLERK
ERIN HAM, DEPUTY CITY CLERK

Date Submitted: _____

Desired Permit Start Date: _____

Applicant Name: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Applicant Address: _____

City: _____

State: _____

Zip: _____

Will you be engaging in?

Door to door soliciting

Curbside soliciting

Panhandling

Telemarketing

Total Number of Solicitors: _____

Solicitors' Full Name:

Empty rectangular box for solicitor names

Solicitor's Driver's License or State ID Number:

Empty rectangular box for driver's license or state ID number

Description of Vehicle

Empty rectangular box for vehicle description

License and State

Empty rectangular box for license and state information



OFFICE OF CITY CLERK

MARIE BALTHROP, TRMC/CMC, CITY CLERK
ERIN HAM, DEPUTY CITY CLERK

Please initial below.

I have read the above instructions and information. _____

I have provided all necessary documents as listed above. _____

I hereby declare that the above information is correct and true.

Signature

Title

Printed Name

The following members of the Permit Board agree that, to the best of their knowledge, all statements contained in this application are true and that applicant has the right under the constitution and laws of this State and under this Article to engage in business. No representation or warranties are to be construed other than stated above.

City Clerk: _____

Date: _____

Police Department: _____

Date: _____