

SOLICITING/PEDDLING APPLICATION PROCEDURE

The following steps are required in order obtain a permit to solicit:

- Complete the Solicitor Permit Application, then
- Submit Live Scan fingerprints using the BCIA 8016 form included in this packet. Choose a location that conducts applicant live scan fingerprinting and schedule your appointment.
- Live Scan fees are paid by the applicant. Live Scan Fingerprinting is not required for renewals. Please retain a copy of the BCIA 8016 form with the ATI# or note the date and location where live scan was completed. The live scan result time varies and will be sent directly to the Los Altos Police Department.
- Visit the Los Altos Police Department, Records Office between the hours of 8 A.M. – 5 P.M, Monday to Friday and pay the Solicitor Permit fee. Bring the following items to the police department:
 - Completed Solicitor Permit Application
 - Copy of BCIA 8016 Live Scan form if applicable
 - Full color recent photograph (2 inches x 2 inches) of the applicant
 - Government issued photo identification
- Once the application is approved, you will be provided documentation to present to City Hall for obtaining a business license.

SOLICITOR PERMIT FEE SCHEDULE

Solicitor Permit Fee	\$156.75
Business License Fee	Varies

(Questions regarding Business License, contact (650) 947-2700)

FINGERPRINTING SERVICES

By Appointment Only

Foothill-De Anza Police
 12345 El Monte Road
 Los Altos Hills, CA 94022
 (650) 949-7925

Stanford DPS
 711 Serra Street
 Stanford, CA 94305
 (650) 725-2499

MVLA Adult School
 333 Moffett Boulevard
 Mountain View, CA 94043
 (650) 940-6037

Santa Clara County Sheriff
 55 W. Younger Avenue
 San Jose, CA 95110
 (408) 808-4760



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA0430500

ORI (Code assigned by DOJ)

PERMIT

Authorized Applicant Type

SOLICITOR/PEDDLER PERMIT

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

LOS ALTOS POLICE DEPARTMENT

Agency Authorized to Receive Criminal Record Information

A04747

Mail Code (five-digit code assigned by DOJ)

1 N. SAN ANTONIO ROAD

Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

LOS ALTOS

City

CA

State

94022

ZIP Code

6509472770

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex Male Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number Applicant Pays

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc. Number

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:

OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

CITY OF LOS ALTOS, CALIFORNIA
APPLICATION FOR SOLICITORS/PEDDLERS PERMIT
(Pursuant to Chapter 4.24 of the Los Altos Municipal Code)

Business Information

Business Name _____ Phone () _____

Business Address _____ City _____ Zip _____

Business Owner/Manager _____

Los Altos Business License Number _____

Applicant's Job Title _____

Applicant Information

Applicant Name _____
Last First Middle

Mailing Address _____ City _____ Zip _____

Home/Cell Phone () _____ Business Phone () _____

Date of Birth _____

Driver License Number _____ State _____ Exp. Date _____
(attach a copy)

Note: If you do not have a driver's license, a government issued photo id will need to be provided.

Vehicle Information

Vehicle Year _____ Make _____ Model _____ Color _____

Plate Number _____ State _____ Exp _____
Month Year

Registered Owner of Vehicle _____
Last First Middle

Address _____ State _____ Zip _____

Home/Cell Phone () _____ Business Phone () _____

1. What is the nature of the business or program being solicited?

2. Describe the goods sold and/or services you are providing.

3. What other cities has this applicant or business had a valid permit? Include dates of those permits.

4. When do you intend to begin soliciting in the city of Los Altos? (dates and times)

5. As the applicant, have you ever been convicted of a misdemeanor or felony? _____ If yes, please provide the following:
 - The nature of the offense/s _____
 - The location (city & state) of the conviction/s _____

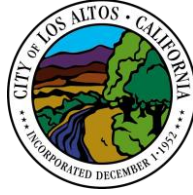
Statement of Truth

I declare under penalty of perjury that the foregoing information is correct to the best of my knowledge:

Print Name _____

Signature _____ Date _____

Office use only	
Valid identification of applicant checked	_____
Fingerprint clearance received	_____
Soliciting Rules and Regulations signed by applicant	_____
Business license fee paid	_____
Receipt/License # _____	_____
Permit fee paid	_____
Receipt# _____	_____
Date issued: _____	Dates in use: _____
Solicitor Permit Number _____	Expiration Date: _____
Issuing Employee _____	Date: _____



Soliciting and Peddling Ordinance Rules and Regulations

- 1) Definitions:
 - a. "Peddler" means any person going house to house or place to place selling or taking orders for immediate delivery of anything of value in the possession of the peddler.
 - b. "Solicitor" means any person going house to house or place to place selling or taking orders for goods and/or services for future delivery. (LAMC 4.24.010)
- 2) Hours:

A solicitor (permitted or not), may only solicit between the hours of 8:00 a.m.-5:30 p.m., Monday through Saturday.(LAMC 4.24.070)
- 3) Posted Premises:

If a sign is posted (No Soliciting, Soliciting Prohibited, no Soliciting Allowed or No Solicitors Allowed) on residential premises....it is unlawful to make contact at that premises. (LAMC 4.24.080)
- 4) Permit Display:

You must carry, and make visible, your permit, at all times during your course of soliciting/peddling. (LAMC 4.24.090)
- 5) Term:

Permit is valid for 60 days only, unless revoked. (LAMC 4.24.120)
- 6) Other conditions and regulations:
 - a. Permit is not assignable or transferable...only valid for the person who purchased it.
 - b. If requested by any public safety officer or city official, solicitor/peddler is required to sign their name for comparison with signature upon permit.
 - c. If requested, solicitor/peddler is required to provide their name, business or organizations name, business address and telephone number.
 - d. If requested by customer, a receipt must be provided that plainly states the commodity or service being provided, price, total amount ordered and total amount paid or to be paid. (LAMC 4.24.130)
- 7) Permit requirements and exemptions:
 - a. Permits are required to engage in business as a solicitor or peddler and must be in compliance with the city's business license requirements.
 - i. City business license required for services.
 - ii. License is obtained through City Hall.
 - b. Permits are not required if solicitor or peddler offers for sale only goods or services with an asking price of less than ten dollars (\$10.00) per item.

I, _____ have read, understand, and agree to abide by the Rules and Regulation contained in the Soliciting and Peddling Ordinance. I understand that any violation of these rules and regulations can result in the suspension or revocation of the permit and may be prosecuted as a misdemeanor.

Signature: _____ Date: _____



Soliciting vs. Handbills (Residential Only)

LAMC 4.24.140 – Distribution of handbills – Excluded

Nothing in this chapter shall prohibit persons from distributing handbills door-to-door within the City without permits.

LAMC 9.08.030 – Sign prohibiting delivery of certain matter lawful

- B. No person shall deliver or attempt to deliver to any property any printed matter, advertising sample or device, where the owner or occupant has posted a sign clearly and obviously visible from an access way used by the handbill distributor which states in letters at least three-fourths of an inch in height on a contrasting background, "No Handbills," "Handbills Prohibited," or "No Handbills Allowed."
- C. Any printed matter, advertising sample, or device that is delivered to private property must be distributed in such a manner that it will not be blown therefrom or carried by the wind.

FAQ's

Q. Do I have to obtain a soliciting permit to leave my company information with a resident?

A. No. You only have to obtain a permit to solicit if you plan to ring the doorbell and make contact with a resident. If you wish to leave printed matter that is considered a handbill and a permit is not necessary since you are not making contact with the resident. Though you must make sure to secure the handbill so it does not become litter and blow away from the wind.

Q. If I obtain a permit to solicit can I knock on every door?

A. No. If the resident has a sign displayed on their property for "No Soliciting" you are not allowed to knock on their door.

Q. If I obtain a permit to solicit what hours are allowable?

A. The allowable hours to solicit are 8:00 a.m. to 5:30 p.m., Monday through Saturday. It is unlawful for any peddler or solicitor, whether permitted or not, to enter upon any residential premises between the hours of 5:30 p.m. and 8:00 a.m.

Visit www.losaltosca.gov for all Los Altos Municipal Code information. Click on the Resources tab then Municipal Code. A separate window will open. Choose Title 4.24 for Peddler and Solicitor and Title 9.08 for Handbill information.