

**INSTRUCTIONS FOR COMPLETION**  
**OF**  
**SOLICITOR'S LICENSE APPLICATION**

- Complete the business license application for a Solicitor's License which shows all requested information. Please attach any requested documents to the application (as indicated in the ordinance and on the face of the application).
  - a. A license application will need to be completed for the company with whom each solicitor is employed.
  - b. A license application will need to be completed for each individual solicitor.
  - c. A copy of Chapter 6-08 of the Draper City Municipal Code can be found on our website at [www.draper.ut.us](http://www.draper.ut.us) under "Municipal Code" if you wish to review it before you complete your application.
  
- Obtain a background check. The form to obtain a background check and other information is included with this packet. A background check completed within the last 180 days will need to be furnished for each individual solicitor.

A name tag with picture ID will be required for each solicitor. These are prepared by Draper City. There is a charge of \$25.00 for each tag.

- Bring the completed application, a copy of the employer name registration with the State of Utah (or copy of stamped Articles of Incorporation), the completed background check and a check made payable to Draper City to pay the fees to the Draper City Offices, Community Development Department.

- Fees:**

Base Fee Per Company	\$100.00 (annual)
Individual Solicitor's Fee	\$ 10.00
Name I.D. Tag Fee	\$ 25.00

Any questions with regard to the application or information to be furnished may be directed to:

Vivien Pearson  
Draper City Business License Official  
1020 East Pioneer Road  
Draper UT 84020  
(801) 576-6530



## SOLICITOR'S LICENSE APPLICATION

Bring all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to: Draper City Business Licensing, 1020 East 12400 South, Draper UT 84020. Questions call (801) 576-6530.

<b>Section 1: Applicant Information</b>		
Legal Name of Applicant:		
Former Name or Aliases (used within last 10 Years):		
Home Address of Applicant:		Suite No./Apt. No.:
City:	State:	Zip Code:
Telephone:		
Local Address (if different from above):		
<b>Section 2: Organization/Company Information</b>		
Name of Organization/Company:		
Address:		Suite No./Apt. No.:
City:	State:	Zip Code:
Telephone:		
Type of Organization: (include copies of filed Articles of Incorporation or copy of name registration with State of Utah)		
<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LP <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other:		
Supervisor's Name:		
Address:		
Have you been convicted of any criminal offense other than a minor traffic violation: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please furnish information on nature of offense and punishment or penalty imposed, if applicable.		
Sales Tax #: (If applicable)		Federal Tax I.D. #:
Dates Business To Be Conducted		
<b>Detailed Description of Goods, Wares, Merchandise or Services:</b>		
<p>This form is an application for a solicitor's license. The actual license will be issued only when all requirements under the ordinance have been met. All information must be accurately completed or the issuance of a license will be delayed. It is a Class "B" Misdemeanor to solicit any business in Draper City without a current solicitor's license. I/we hereby agree to conduct business strictly in accordance with the laws and ordinances covering such business, and swear under penalty of law that the information contained herein is true. I/we hereby agree that I will obtain and submit a background security check with the Draper City Police Department or other agency in connection with this application for a solicitor's license with Draper City and that solicitation will not commence until this license has been approved and issued.</p>		
Applicant: _____		
Date: _____ Title: _____		
<p>The information in this application is governed by Utah State Government Records Access and Management Act (GRAMA). You are required to furnish the information on this form for the purpose of identification and to provide background information to properly assess your application and expedite processing. This information will be used only so far as necessary for evaluating your application. Failure to provide the information may result in the process taking longer or, in some cases, your application may be impossible to process. If you are an "at-risk government employee" as defined in <i>Utah Code Ann. § 63-2-302.5</i>, please inform the city employee accepting this application. Draper City does not currently share private, controlled or protected information with any other person or government entity.</p>		
Base Fee: _____  I.D. Tag: _____  Total: _____		<b>Office Use Only</b> Approvals:  Police: _____ B. L. _____  BIC: _____ Identification Verified by: <input type="checkbox"/> Driver's License <input type="checkbox"/> Other _____



## SOLICITOR'S LICENSE APPLICATION

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**It is understood that solicitation will not commence until the applicant is in full compliance with Section 6-8 of the Draper City Municipal Code.**

**Please answer the following questions:**

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you had a judgment based upon fraud, deceit, misrepresentation, false statements, or dishonesty entered against you within five (5) years of the date of this application?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you been enjoined by any court, or have you been the subject of an administrative order issued in this or another state, in which the injunction or order includes a finding or admission of fraud, material representation, or in which the injunction or order was based on a finding of lack of integrity or truthfulness? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you been convicted of any felony, or a misdemeanor involving fraud, deceit, misrepresentation, false statement or dishonesty, within five (5) years of the date of this application?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you been criminally convicted of violating any Utah Laws or the corresponding laws of another state, or have you been otherwise subject to, registration as a sex offender?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Have you been denied a Certificate of Registration (Solicitor's Business License) under Title 6 of the Draper City Municipal Code, as amended, within one (1) year preceding the date of this application?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. If the answer to #5 is yes, have you corrected the deficiency on which the previous denial was based?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Have you had a Certificate of Registration (Solicitor's Business License) under Title 6 of the Draper City Municipal Code, as amended, revoked within one (1) year preceding the date of this application?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. If the answer to #7 is yes, have you corrected the reason for which the Certificate of Registration was revoked?   |

I hereby certify and warrant that the above answers are true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

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

STATE OF UTAH                    )  
  :SS.  
COUNTY OF SALT LAKE    )

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary

## BACKGROUND CHECKS

### DRAPER CITY MUNICIPAL CODE SECTION 6-1-040 LICENSE – APPLICATION REQUIREMENTS

(b) The city may, by resolution, establish a requirement for certain categories of business licenses to provide a background security check with an application. Such a requirement shall only be imposed where the nature of the business justifies the background security check.

#### RESOLUTION NO. 05-17

#### A RESOLUTION OF THE DRAPER CITY COUNCIL AUTHORIZING CRIMINAL BACKGROUND CHECKS FOR CERTAIN CLASSES AND CATEGORIES OF BUSINESS LICENSE APPLICATIONS

**WHEREAS**, the Draper City Council has recently amended provisions of the Draper City Business License Ordinance, requiring that applicants furnish criminal background checks for certain classes and categories of business license applications; and

**WHEREAS**, the Draper City Council, after consulting with the City Business License official and the City Chief of Police, has determined that *businesses which function in fiduciary capacities, businesses providing services to or for children and/or the elderly and businesses which, in other communities and under certain circumstances, have served as fronts for criminal activity*, warrant a requirement of a criminal background check prior to the issuance of a business license for the protection of the public health, safety and welfare;

**NOW, THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

**Section 1. Criminal Background Checks Required**. Pursuant to Section 6-1-040(b) of the Draper City Municipal Code, the Draper City Council hereby finds and orders that the following classes or categories of business licenses shall be required to submit criminal background checks prior to the issuance of a business license:

- Any listed in red above
- Burglary and Robbery Alarm Systems
- Dancers and Agents, Entertainment – Professional or Amateur
- Dating Services
- Ground Transportation
- Liquor Licenses (Class A & B Beer)
- Locksmith's
- Massage Parlors
- Pawn Shops, Antique, Secondhand or Scrap metal Dealers
- Private Clubs

- Sexually-Oriented Business, i.e. Escort Service, Adult Video or Book Stores, and Nude Entertainment
- Solicitors
- Taxi Drivers
- Vending Carts/Sidewalk

**Section 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

### **OBTAINING A CRIMINAL BACKGROUND CHECK**

State of Utah Department of Public Safety  
**Bureau of Criminal Identification (BCI)**  
3888 West 5400 South  
Salt Lake City, UT 84114  
Phone: (801) 965-4445

**Hours:** 8:00 am - 5:00 pm, Monday through Friday (closed on state holidays)

**Fee:** \$15.00

**Directions:** BCI is in a one-story brick building located about one block west of Bangerter Highway on the north side of 5400 South. The driveway to the BCI building is in-between McDonalds and Jiffy Lube.

**BCI will provide you with the results of the background check. You are required to include the original results with your business licenses submission documents.**



## **CONSENT TO A BACKGROUND CHECK**

I hereby consent to a background security check to be performed by the Bureau of Criminal Identification, 3888 West 5400 South, Salt Lake City UT 84114.

It is my understanding that I will obtain this background check prior to submitting my application for a Business License/Beer License in Draper City and that I will include the background check with my submission documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**(Please print name)**