



Solicitor License Info

20 North Main Alpine, UT 84004 • 801-756-6347 x3 • www.alpineut.gov Updated January 2025

BEFORE applying with Alpine City, you need to register your business with three offices at the State of Utah:

Utah Division of Corporations and Commercial Code: corporations.utah.gov to register or renew a business or DBA

Utah State Tax Commission: tap.tax.utah.gov/TaxExpress/_/?Link=TapBr to register a taxpayer account through the Taxpayer Access Point business registration portal

Utah Department of Workforce Services:

Jobs.utah.gov/ui/Employer/EmployerRegistration/Intro.aspx?homepage=1 for employers to register with DWS

Please call 801-530-4849 if you have any questions.

REQUIRED FOR OBTAINING A SOLICITOR'S LICENSE:

1. Complete and sign an application. The Applicant shall state upon oath or affirmation, under penalty of perjury, that based on the present knowledge and belief of the Applicant, the information provided is complete, truthful, and accurate. (Municipal Code 9.10.070)
2. Provide Proof of Identity (ONE of the following):
 - a. Valid driver's license issued by any state
 - b. Valid passport issued by the United States
 - c. Valid identification card issued by any state
 - d. Valid identification card issued by a branch of the US Military
3. Proof of Registration with Department of Commerce for the business.
4. Utah Sales Tax Number (-STC) for the business.
5. Marketing Information - A brief description on the application of the:
 - a. Goods or services to be offered by the applicant
 - b. Commonly-known registered or trademark names
6. Utah Bureau of Criminal Identification (BCI) Background Check. The applicant shall provide an original or copy of a BCI background check current within 180 days.
7. Payment of a \$25 Application Fee

**If you have questions or need assistance in completing this application,
please contact DeAnn at 801-756-6347 x 3**



Alpine Municipal Code References for Soliciting in Alpine

MCA 9.10.080 Written Disclosures

- A. The Applicant's submission of the Application authorizes the City to verify information submitted with the Completed Application including:
 1. Applicant's address;
 2. Applicant's and/or Responsible Person or Entity's state tax identification and special use tax numbers, if any;
 3. Validity of the Applicant's Proof of Identity;
- B. The City may consult any publicly available sources for information on the Applicant, including but not limited to databases for any outstanding warrants, protective orders, or civil judgments.
- C. Establishing Proof of Identity is required before Registration is allowed;
- D. Identification of the fee amount that must be submitted by Applicant with a Completed Application;
- E. The Applicant must submit a BCI background check with a Completed Application;
- F. To the extent permitted by State and/or federal law, the Applicant's BCI background check shall remain a confidential, protected, private record not available for public inspection;
- G. The City will maintain copies of the Applicant's Application Form, Proof of Identity, and Identification Badge. These copies will become public records available for inspection on demand at the City offices whether or not a Certificate is denied, granted, or renewed.
- H. The criteria for Disqualifying Status, denial, or suspension of a Certificate under the provisions of MCA 9.10.

MCA 9.10.160 DECEPTIVE SOLICITING PRACTICES PROHIBITED

1. No Solicitor shall intentionally make any materially false or fraudulent statement in the course of Soliciting.
2. A Solicitor shall immediately disclose to the consumer during face-to-face Solicitation;
 - a. the name of the Solicitor .
 - b. the name and address of the entity with whom the Solicitor is associated; and
 - c. the purpose of the Solicitor's contact with the person and/or Competent Individual.

This requirement may be satisfied through the use of the Badge and an informational flyer.
3. No Solicitor shall use a fictitious name, an alias, or any name other than his or her true and correct name.
4. No Solicitor shall represent directly or by implication that the granting of a Certificate of Registration implies any endorsement by the City of the Solicitor's Goods or Services or of the individual Solicitor.

MCA 9.10.170 "NO SOLICITATION" NOTICE

1. Any occupant of a Residence may give notice of a desire to refuse Solicitors by displaying a "No Solicitation" sign which shall be posted on or near the main entrance door or on or near the property line adjacent to the sidewalk leading to the Residence.
2. The display of such sign or placard shall be deemed to constitute notice to any Solicitor that the inhabitant of the Residence does not desire to receive and/or does not invite Solicitors.
3. It shall be the responsibility of the Solicitor to check each Residence for the presence of any such Notice.
4. The provisions of this Section shall apply also to Solicitors who are exempt from Registration pursuant to the provisions of this Chapter.

MCA 9.10.180 DUTIES OF SOLICITORS

1. Every person Soliciting or Advocating shall check each Residence for any "No Soliciting" sign or placard or any other notice or sign notifying a solicitor not to solicit on the premises, such as, but not limited to, "No Solicitation" signs. If such sign or placard is posted such Solicitor shall desist from any efforts to solicit at the Residence or dwelling and shall immediately depart from such property. Possession of a Certificate of Registration does not in any way relieve any Solicitor of this duty.
2. It is a violation of this Chapter for any person Soliciting or Advocating to knock on the door, ring the doorbell, or in any other manner attempt to attract the attention of an occupant of a Residence that bears a "No Solicitation" sign or similar sign or placard for the purpose of engaging in or attempting to engage in Advocating, a Home Solicitation Sale, Door-to-Door Soliciting, or Soliciting.
3. It is a violation of this Chapter for any Solicitor through ruse, deception, or fraudulent concealment of a purpose to Solicit, to take action calculated to secure an audience with an occupant at a Residence.
4. Any Solicitor who is at any time asked by an occupant of a Residence or dwelling to leave shall immediately and peacefully depart.
5. The Solicitor shall not intentionally or recklessly make any physical contact with, or touch another person without the person's consent;
6. The Solicitor shall not follow a person into a Residence without their explicit consent;
7. The Solicitor shall not continue repeated Soliciting after a person and/or Competent Individual has communicated clearly and unequivocally their lack of interest in the subject, Goods or Services of the Solicitor;
8. The Solicitor shall not use obscene language or gestures.



Application for a Solicitor License

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • www.alpineut.gov

APPLICANT shall provide proof of identity along with this application.

Legal name, including former names or aliases used during the last 10 years:

Cell Phone: _____

Home Address: _____ City _____ State _____

Mailing Address: _____ City _____ State _____

COMPANY NAME, INFORMATION, AND IMMEDIATE SUPERVISOR

Company Name: _____ Supervisor's Name: _____

Supervisor's Cell Phone: _____

Mailing Address: _____ City _____ State _____

Company Registration # _____ Utah Sales Tax # _____

A DESCRIPTION OF THE PRODUCTS OR SERVICES THE APPLICANT WILL BE SOLICITING (including commonly known, registered, or trademark names):

QUESTIONS REGARDING DISQUALIFYING STATUS

The Applicant shall be required to affirm or deny each of the following statements:

1. Have you been criminally convicted of:
 - a. Felony homicide? Yes No
 - b. Physically abusing, sexually abusing, or exploiting a minor? Yes No
 - c. The sale or distribution of a controlled substance? Yes No
 - d. Sexual assault of any kind? Yes No

2. Are any criminal charges currently pending against you for:
 - a. Felony homicide? Yes No
 - b. Physically abusing, sexually abusing, or exploiting a minor? Yes No
 - c. The sale or distribution of a controlled substance? Yes No
 - d. Sexual assault of any kind? Yes No

3. Have you been convicted of a felony within the last ten years? Yes No

4. Have you been incarcerated in a federal or state prison within the past 5 years Yes No

5. Have you been criminally convicted of a misdemeanor within the past five years involving
 - a. A crime of moral turpitude? Yes No
 - b. Violent or aggravated conduct involving persons or property? Yes No

Initial:

6. Has a Final Civil Judgment been entered against you within the last five (5) years indicating:
- a. You engaged in fraud, or intentional misrepresentation? Yes No
- b. You have a debt not-discharged in a bankruptcy? Yes No
7. Are you currently on parole or probation to any court, penal institution or governmental entity, including being under house arrest or subject to a tracking device? Yes No
8. Do you have an outstanding arrest warrant from any jurisdiction? Yes No
9. Are you currently subject to a protective order based on physical or sexual abuse issued by a court of competent jurisdiction? Yes No

WAIVER: THE APPLICANT ACKNOWLEDGES AND AGREES TO THE FOLLOWING:

By being granted this license to solicit door to door in the City of Alpine you agree to be truthful and non-misleading in your Door-to-Door solicitations of only lawful Goods or Services. **You also agree to not enter upon any property or approach any occupant of such property that displays a "No Solicitation" or "No Trespassing" sign posted upon the property. Furthermore, if at any time you are asked to leave the property of a resident you will do so immediately without confrontation or reprisal.**

To the extent permitted by State and/or Federal law, the Applicant's BCI background check shall remain a confidential, protected, private record not available for public inspection. The City will maintain copies of the Applicant's application form, proof of identity, and identification badge. These copies will become public records available for inspection on demand at the city offices whether or not a Certificate is denied, granted or renewed.

The criteria for disqualifying status, denial, or suspension of a Certificate are outlined under the provisions of Alpine City Municipal code 9.10.140.

A solicitor license will be granted or denied within **one business day after** a completed application is submitted.

With this application the applicant has provided an original copy of a Utah Bureau of Criminal Identification (BCI) background check.

I certify, under penalty of perjury, that the foregoing information is based on present knowledge and belief, and is complete, truthful and accurate.

Signature of Applicant _____ Date: _____

Alpine City values your privacy. We collect only the information necessary to provide requested services. Refusal to provide this information may prevent us from fulfilling your request. Your data may be shared with authorized third parties. For more details, including where your data may be stored, visit <https://www.alpineut.gov/170/Recorder>.

Application fee - \$25.00 per solicitor

FOR CITY USE ONLY

Approved By _____ Title: _____

Date Paid: _____ Amount Paid: _____ Method: _____

Initial: