

## Solicitor Permits and Processing

The City of Reynoldsburg has guidelines and requirements for groups or individuals wishing to go door-to-door in the community for the purpose of selling items or services, or canvassing residents. The guidelines are as follows:

- Applicant must register in person with the Service Director and include the following:
  - Application fee of \$15.00 – forms of payment accepted:
    - Cash, credit card, money order or check made payable to *City of Reynoldsburg*
  - Copy of valid driver's license or valid state issued I.D.
  - Completed Solicitor Sign in Sheet.
  - Completed Application for Solicitor's Permit.
- Background Checks are required. See information below regarding background checks.
- After background checks are received and reviewed by the Service Director, permits will be issued within five (5) business days.
- Applicants will be notified via telephone.
- Applicants are eligible for one (1) permit per calendar year for a period not to exceed two (2) weeks.
- Applicants must provide the dates for solicitation in advance to the City.
- Hours permitted: Monday through Saturday from 10:00am to 7:00pm, Sunday and State Holidays from Noon to 6:00pm.
- It is unlawful for any peddler, solicitor or canvasser to enter the premises of a resident that has a "No Peddlers, No Solicitors, No Canvassing, No Trespassing" (or similar language) notice posted.
- Issuance of a permit does not indicate an endorsement from the City of Reynoldsburg.

### Background Checks

The City of Reynoldsburg requires that all applicants must have a baseline Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background check. The City of Reynoldsburg Police Department, 7240 East Main Street, Reynoldsburg, Ohio 43068, can provide both the BCI and the FBI background checks. Contact the Reynoldsburg Police Department at 614-866-6622 for days and hours background checks are performed.

The cost for digital prints:

- BCI: \$27.00
- FBI: \$29.00
- BCI and FBI: \$51.00

What you need to bring:

- Valid picture I.D. (i.e., driver's license, state issued I.D. or passport).
- Social Security Number (either printed on I.D. or SS card).
- Payment: made via check, cash or money orders only.
  - Background checks may take up to 30 days for completion
  - Background check results must be sent directly to the Reynoldsburg Service Director via:
    - Email - [bsampson@ci.reynoldsburg.oh.us](mailto:bsampson@ci.reynoldsburg.oh.us)
    - Mail - City of Reynoldsburg  
Attn: Service Director  
7232 E. Main Street  
Reynoldsburg, OH 43068



Brad McCloud  
Mayor

City of Reynoldsburg  
Department of Public Service  
7232 East Main Street  
Reynoldsburg, OH 43068  
Phone (614) 322-6810  
Fax (614) 322-6814

### SOLICITOR SIGN IN SHEET

Date: \_\_\_\_\_

#### Applicant Information:

Name _____	Home Address _____
City _____	State _____ Zip Code _____
Date of Birth _____	Phone # _____

Local Address if different than Home Address \_\_\_\_\_

City _____	State _____	Zip Code _____
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Driver's License # \_\_\_\_\_ OR State Issued ID # \_\_\_\_\_

Company/Employer: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone #: \_\_\_\_\_

Product/Service \_\_\_\_\_



Brad McCloud  
Mayor

### City of Reynoldsburg

Department of Public Service  
7232 East Main Street  
Reynoldsburg, OH 43068  
Phone (614) 322-6810  
Fax (614) 322-6814

### Application for Solicitor's Permit

#### Applicant Information:

Name	_____	Home Address	_____
City	_____	State	_____ Zip Code _____
SSN	_____	Citizen	YES      NO

Local Address if different than Home Address	_____	State	_____ Zip Code _____
City	_____		

Height	_____	Hair Color	_____	Glasses	_____	Tattoos	_____	Complexion	_____
Weight	_____	Eye Color	_____	Mustache	_____	Scars	_____		

Driver's License #	_____	OR State Issued ID #	_____
State DL Issued In	_____	State ID Issued In	_____

Make of Vehicle	_____	Model of Vehicle	_____
Year of Vehicle	_____	Vehicle License #	_____

#### OFFICIAL USE ONLY:

Fee Paid: \_\_\_\_\_

Date of Application: \_\_\_\_\_

DL/State ID: \_\_\_\_\_

BCI/FBI Received: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Bill Sampson, Service Director

Date: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Bill Sampson, Service Director

Date: \_\_\_\_\_

## Employer Information and Organizational Identification

Business/Employer Name: \_\_\_\_\_  
Type of Business/Service: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
How Long Employed: \_\_\_\_\_

Provide Evidence of Organizational Identification:  
Must provide one (1) of the following:

Vendor's License # \_\_\_\_\_ Date Charter # \_\_\_\_\_  
I.R.S. Identification # \_\_\_\_\_ Other Approved by \_\_\_\_\_  
Corporation Identification # \_\_\_\_\_ Service Director \_\_\_\_\_

Explain the nature of your business: \_\_\_\_\_  
\_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_  
Immediate Supervisor Phone #: \_\_\_\_\_

Dates for Soliciting: *(May not exceed 14 consecutive days)* \_\_\_\_\_ to \_\_\_\_\_

Previous Employer Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
How Long Employed: \_\_\_\_\_

### Personal History

Have you every been convicted of an offense other than a minor traffic offense? YES NO

If so, explain including date of conviction and disposition: \_\_\_\_\_

Have you ever been refused a permit/license to solicit? YES NO

If so, give the name of the municipality and date of refusal: \_\_\_\_\_

Have you ever been licensed to solicit anywhere in Franklin, Licking, Fairfield Cty, Ohio? YES NO

If so, give the name of the municipality and date of license: \_\_\_\_\_

Have you ever had a solicitor's permit/license revoked? YES NO

If so, give the name of the issuing authority and date of revocation: \_\_\_\_\_

Are you addicted to narcotics or alcohol? YES NO

*I do solemnly swear that the answers as given herein have been examined by me and to the best of my knowledge are true, correct, and complete.*