

**APPLICATION FOR PERMIT  
TRANSIENT DEALERS AND  
SOLICITORS**

**VILLAGE OF MONROEVILLE**

TODAY'S DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

***Selling Agent's Information***

Name: \_\_\_\_\_  
Last First Middle Initial

Date of Birth: \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Age

Permanent Home Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Best time to reach you: \_\_\_\_\_

Physical Description: \_\_\_\_\_  
Height Weight Eye Color Hair Color

***Business Information***

Business Name: \_\_\_\_\_ Website: www. \_\_\_\_\_

Type of Business: \_\_\_\_\_  For Profit  Non-Profit

Type of Products/Services/  
Goods to be Sold: \_\_\_\_\_  
\_\_\_\_\_

Description of Marketing:  
(Include description of sales  
brochure if applicable) \_\_\_\_\_  
\_\_\_\_\_

Business Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

How Long in Business? \_\_\_\_\_ yr(s) \_\_\_\_\_ mth(s) Supervisor's Name: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates Soliciting? Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Method & Times of Solicitation – Check All That Apply

- Door To Door Hours: \_\_\_\_\_

- On and Upon the Streets Hours: \_\_\_\_\_

- On and Upon the Sidewalks Hours: \_\_\_\_\_

- Selling from a Vehicle Where: \_\_\_\_\_

- Other Description: \_\_\_\_\_

Have you ever been denied a solicitor's permit or had one revoked?  Yes  No  
 Will you receive payment or partial payment when you solicit?  Yes  No  
 Will a written contract be involved at any time between you, the company, and the customer?  Yes  No

Who will deliver products/services? \_\_\_\_\_

Length of time for delivery? \_\_\_\_\_

**Additional Information**

Have you ever been convicted of a crime, other than a minor traffic violation?  Yes  No

If yes, please explain (give date, location, charge, etc.) \_\_\_\_\_

Will you operate a vehicle in the community during solicitations?  Yes  No

Do you have a valid driver's license?  Yes  No

Driver's License/State ID Number: \_\_\_\_\_ State: \_\_\_\_\_

Make & Model of vehicle: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate No.: \_\_\_\_\_ Issued State: \_\_\_\_\_

Person to be contacted in case of an emergency:

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

I certify that the facts contained in this application for a permit are true and complete. Any misrepresentation or falsification of information, or significant omissions will be cause for rejection of my application and/or criminal prosecution.  
 I further understand that I am required to abide by all laws as applicable. I have received a copy of Chapter 721 of Monroeville's codified ordinances. I understand that fees for said permit are non-refundable whether the application is approved or denied.  
 If a permit is granted, I fully understand that the community does not in any way endorse any products/services or accept any responsibility as to any agreement between myself, the company listed herein, and the customer.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

This Section for Village Use Only	
Permit No: _____	
<input type="checkbox"/> Application fee of \$50.00	<input type="checkbox"/> Registered With the Village Income Tax Department
<input type="checkbox"/> Background Check Completed	<input type="checkbox"/> Photo ID Attached
Approved by: _____	Denied by: _____

**CHAPTER 721**  
**Peddlers, Transient Dealers and Solicitors**

- 721.01 Definitions.**
- 721.02 Registration required.**
- 721.03 Registration application.**
- 721.04 Registration fee; issuance; exception.**
- 721.05 Exemptions from license requirement.**
- 721.06 Appeal of registration revocation/denial.**
- 721.07 Registration transferability.**
- 721.08 Hours; business on Sunday prohibited.**
- 721.99 Penalty.**

**CROSS REFERENCES**

Power to inspect food products - see Ohio R.C. 715.46

Power to regulate - see Ohio R.C. 715.61 et seq.

Home solicitation sales - see Ohio R.C. 1345.21 et seq.

Charitable solicitations - see Ohio R.C. Ch. 1716

Trespassing - see GEN. OFF. 541.05

Littering - see GEN. OFF. 521.08

**721.01 DEFINITIONS.**

As used in this chapter, the following words and terms shall have the meaning ascribed to them unless the context clearly calls for a different meaning:

(a) "Goods" means any kind of merchandise, beverage, produce, food or commodity.

(b) "Solicitor" means any person who sells or offers for sale any goods or services by traveling about the Village.

(c) "Charitable Solicitor" means any person who requests donations, contributions, gifts, endorsements, signatures, or other valuable considerations or distributes flyers, books, information, or other objects on behalf of bona-fide tax-exempt organizations, including schools by traveling about the Village. "Charitable Solicitor" includes persons promoting religious organizations or beliefs.

(d) "Sale" means the transfer of ownership, with or without consideration, of goods, or taking orders for the same, whether or not physical possession of the goods is then given to the buyer or delivery is to be at a future time and/or at a different place.

(Ord. 2016-25. Passed 2-14-17.)

**721.02 REGISTRATION REQUIRED.**

No person shall solicit within the municipality unless such person shall have first registered with the Village Police Department and shall have first obtained a license as hereinafter provided.

(Ord. 2016-25. Passed 2-14-17.)

### **721.03 REGISTRATION APPLICATION.**

(a) Any person desiring to register as a solicitor within the municipality shall apply to the Police Chief or his/her agent by making written application on a form to be provided by the municipality, which form shall correctly and truthfully contain the following information.

(b) Any organization, company, limited liability company or any other entity which applies to solicit within the Village shall return a completed application for each individual who will solicit in the Village.

(c) The application will correctly and truthfully include the following information:

- (1) Name, age and social security number;
  - (2) Permanent home address and full local address;
  - (3) Birth date, height, weight, color of eyes, color of hair and physical description;
  - (4) A description of the nature of the business and the goods or services to be sold;
  - (5) The name, address, and telephone number of the employer, together with credentials establishing the exact relationship;
  - (6) The length of time for which the business is expected to be conducted;
  - (7) A statement as to whether or not the applicant has been convicted of any felony or misdemeanor and, if any, the nature of the same and the penalty therefor, if any;
  - (8) The make, model, year and current registration of any motor vehicle used or to be used in the business;
  - (9) The number and state of issuance of the applicant's driver's license or state identification card, if any;
  - (10) A description of the method of marketing of the product or service, including a description of the sales brochure, if any, utilized in such marketing;
  - (11) The applicant shall provide proof of their identity at the time of application. The following are acceptable proof of identity:
    - A. Passport;
    - B. Driver's License;
    - C. State Identification Card;
  - (12) Proof of registration with the Village Income Tax Department for tax collection purposes;
  - (13) Background check performed by the Huron County Sheriff's Office or pursuant to a web check and paid for by the applicant.
- (Ord. 2016-25. Passed 2-14-17.)

### **721.04 REGISTRATION FEE; ISSUANCE; EXCEPTION.**

(a) The registration application shall be filed by the applicant, who shall attest to the truthfulness of the statements contained therein. The application shall be accompanied by

a fee to be set by the Village Council to compensate the municipality for the costs incident to the issuance of the registration.

(b) Except as provided in paragraph (c), upon receipt of the application and fee, the registration shall normally be issued by the Police Chief or his designee within fourteen (14) days from the filing of the completed application, during which time the Police Chief may verify the contents of the application. The registration shall be valid for a period of six (6) months from and after the date of the issuance thereof. Every person desiring to exercise the occupation of a solicitor shall register with the municipality.

(c) The Police Chief shall not issue a registration if one or more of the conditions exist:

(1) The application is incomplete; or

(2) The applicant has been convicted of any felony or has been convicted of a misdemeanor offense involving moral turpitude within the past five (5) years, or a crime of violence as defined in Ohio R.C. 2901.01(A)(9); or

(3) The application contains false information.

(Ord. 2016-25. Passed 2-14-17.)

#### **721.05 EXEMPTIONS FROM LICENSE REQUIREMENT.**

The provisions of this chapter regarding the procurement of a license and payment of a license fee shall not apply to any school, charitable, religious or civic organization or group, upon approval, by the Chief of Police. However, registration with the Police Department is required even for these persons, organizations or groups.

(Ord. 2016-25. Passed 2-14-17.)

#### **721.06 APPEAL OF REGISTRATION REVOCATION/DENIAL.**

Any person whose registration is revoked or denied may, within ten (10) days after the receipt of a revocation notice, which shall be certified by mail to the address in the application, appeal to the Village Council by filing with the Mayor a signed, written statement briefly setting forth his/her ground of appeal. The appellant may then appear, in person or by his/her attorney, before the Village Council at a time and date to be set by the Mayor. The Village Council shall reconsider the revocation or denial and uphold the revocation or denial or reverse the same. The decision of the Village Council shall be final.

(Ord. 2016-25. Passed 2-14-17.)

#### **721.07 REGISTRATION TRANSFERABILITY.**

No registration granted or issued under this chapter shall be assignable or transferable, nor shall any such registration authorize any person, other than the one named therein, to do business as a solicitor or authorize any other business than is therein mentioned or named to be done or transacted. (Ord. 2016-25. Passed 2-14-17.)

**721.08 HOURS; BUSINESS ON SUNDAY PROHIBITED.**

All soliciting done under registration issued hereunder shall be done between the hours of 9:00 a.m. and sunset on weekdays, including Saturday, and no such soliciting shall be done on Sundays. (Ord. 2016-25. Passed 2-14-17.)

**721.99 PENALTY.**

Whoever violates any of the provisions or requirements of this chapter shall be guilty of a minor misdemeanor. Each sale or attempted sale made by any person in violation of the provisions of this chapter shall be deemed a distinct and separate offense. Upon conviction, the Police Chief shall revoke the registration of any person, and no further registration shall be issued to that person for six (6) months following the date of the conviction. Having previously been convicted of a violation of this chapter, each subsequent offense shall be considered a misdemeanor of the fourth degree. (Ord. 2016-25. Passed 2-14-17.)

# Huron County Sheriff's Office

255 Shady Lane Drive  
Norwalk, Ohio 44857  
419-668-6912

## Webcheck Civilian Fingerprints

Effective 10/06/21

Appointments are required for Civilian Fingerprinting and Background Checks. Please call 419-668-6912 and press 3 for the Civil Office to schedule your appointment.

No weekend hours and closed for all Federal Holidays.

### Payment

**\$35.00**

Debit and Credit Card (for a small fee)

Personal Check

Cash (must be exact change)

Choose One:

BCI

FBI

BCI & FBI

Personal Information (Please Print Legible): Type of Photo ID and ID# \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Cell Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_

Reason code for background check: (BE SPECIFIC)  
\_\_\_\_\_

Name, Address for results to be mailed to:  
\_\_\_\_\_

**Solicitors Permit**  
\_\_\_\_\_  
\_\_\_\_\_

**Monroeville Police Department**  
\_\_\_\_\_

**21 N. Main Street P.O. Box 85**  
\_\_\_\_\_

**Monroeville, Ohio 44847**  
\_\_\_\_\_

Complete this portion only if a FBI background check needs to be included:

Sex  Race  Height  Weight  Eyes  Hair

Direct Copy Options (Select only one)

- BMV Dealer Licensing
- BMV Deputy Registrar
- Child Care Center - Type A – ODJFS
- Commerce-Medical Marijuana
- Construction Board
- Lottery Commission
- OTPT and Athletic Trainers Board
- Ohio Board of Nursing
- Ohio Board of Pharmacy
- Ohio Department of Education
- Ohio Department of Liquor Control

- Ohio Department of Public Safety
- Ohio Department of Agriculture-Hemp
- Ohio Division of Real Estate & Professionals
- Ohio Medical Board
- Ohio State Racing Commission
- Ohio Veterinary Medical Licensing Board
- OPOTA
- Social Worker Board
- State Speech and Hearing Professionals Board
- State Vision Professionals Board
- None

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigation to conduct a criminal record check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to \_\_\_\_\_ the Monroeville Police Department.

I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

By signing this form, the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Applicant's Signature (date)

\_\_\_\_\_  
Parent/Guardian Signature (Minor)

\_\_\_\_\_  
Webcheck Agent