

DOOR TO DOOR SOLICITOR APPLICATION

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: 541-726-3753 • FAX: 541-726-3689



APPLICATION FEE: \$57.75 per Fiscal Year (Includes a 5% technology fee)
All fees are non-refundable. A new application must be completed every year.

APPLICANT'S INFORMATION			
Applicant's Full Name:		Other Names Used:	
Residence Address: (No PO Box)			
City:		State:	Zip:
Phone Number:	Driver's License (copy is required)	Date of Birth:	
Mailing Address: <input type="checkbox"/> Same as above			
City:		State:	Zip:
Email Address:			
Are you self-employed Yes <input type="checkbox"/> No <input type="checkbox"/>		Federal Tax ID#:	State of Oregon Registry #:
Describe what you will be selling door to door.			

BUSINESS OWNER AND CONTACT INFORMATION			
Business Name: (only if working for another business)			
Business Owner's Full Name:			
Business Owner's Address:			
City:		State:	Zip:
Phone Number:	Email Address:		
Federal Tax ID#:	State of Oregon Registry #:		

SIGNATURE	
Please note that we require a minimum of two (2) weeks to process the application. Incomplete or missing information will delay the review process.	
The information provided on this form is true and complete to the best of my knowledge.	
I understand that a criminal background check will be performed by the Police Department – SMC - Chapter 7 – Section 7.208.	
Applicant's Name: (Please Print)	Date:
Applicant's Signature:	Phone Number:
Expedited Fee – Additional 50% of Application Fee <input type="checkbox"/> Yes Applicant's Initials _____	
Expedited Fee is not a guarantee of approval; specific conditions may apply.	
Payment must be submitted with application. Make checks payable to: City of Springfield	

The Business License year is July 1st through June 30th of each year (Fiscal Year). Applications made during the business year are not pro-rated and are subject to the entire fee. A penalty of \$10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license. All Business Licenses are subject to a 5% technology fee. All fees are non-refundable and no license is transferable.