

**Office Use Only**

Date Received: _____

Staff Receiving: _____

Application Number: _____

PEDDLER PERMIT APPLICATION

[Rochester Code of Ordinances Chapter 5-14](#) applies to the licensing of door-to-door salespersons who are engaged in a regulated activity. In the City of Rochester this is referred to as Peddling. A permit is required from the city to engage in these acts. An application is typically processed within 15 days. Permits must be renewed every 30 days, and each license has a fee of \$75.00. All fees are non-refundable, except in cases where the applicant withdraws their application within 48 hours of submission. No refunds will be issued for applications that are denied.

CHECKLIST

REQUIRED ITEMS THAT MUST BE SUBMITTED WHEN APPLICATION IS SUBMITTED

1. Fully complete all parts of the application and submit **ALL** pages including this checklist (*Every question must be answered – write 'N/A' or 'not applicable' if necessary, on any questions*).
 - ☐ License Application must be signed by applicant.
2. Proof of identification and proof the applicant is a U.S. citizen or is legally permitted to be in the United States – proof of identification must be one of the following, a copy of which must be submitted:
 - ☐ A valid driver's license including a photograph and date of birth, issued by Minnesota, another state, a province of Canada, or a state of Mexico
 - ☐ A valid identification card including a photograph and date of birth, issued by Minnesota, another state, a province of Canada, or a state of Mexico
 - ☐ A valid military identification card issued by the U.S. Department of Defense
 - ☐ A valid U.S. passport
 - ☐ In the case of someone who is a foreign national, a valid passport
3. A permit fee of \$75 submitted with the application
 - ☐ An expedited license processing fee of \$50 is available for expedited licenses. If requested in the application, these licenses can be issued within 3 business days of application processing.

Fill in all blanks. Write N/A if a question is not applicable.

* Is this renewal of an existing or previous issued permit within the past 60 days with the City of Rochester?

☐ Yes

☐ No

* Are you requesting an expedited review of the application?

☐ Yes– If yes, we will strive to issue within 3 business days. Should this occur, a \$50 fee will apply.

☐ No

A. PERMIT HOLDER INFORMATION			
1. First Name		2. Last Name	
3. Business Legal Name (or <i>entity you will be working for</i>)		4. Trade Name/DBA	
5. Business Address		6. City	7. State
			8. Zip Code
9. Email Address		10. Business Telephone Number	
		11. Cell Phone Number	
12. Mailing Address (if different than Business Address)		13. City	14. State
			15. Zip Code
16. Home address		17. City	18.State
			19. Zip Code
20. Date Of Birth		21. Sex	
		22. Eye Color	
23. Hair Color		24. Weight	25. Height
			26. Ethnicity
27. Social Security Number			
28. What is your preferred spoken language?		29. What is your preferred written language?	
30. Do you need an interpreter?			
☐ Yes ☐ No			
B. SUPERVISOR INFORMATION			
31. Supervisor's Name		32. Supervisor's Phone Number	
33. Supervisor's Email			
34. Supervisor's Address			
C. PERMIT HOLDER'S BACKGROUND INFORMATION			
35. Has the applicant or the business ever been convicted of a violation of an ordinance of the City of Rochester or another municipality? <u>List all convictions.</u> <i>*Please note that failure to disclose information can be grounds for a denial of your application, disclose any and all convictions you have ever received. Please see end of application for further details on which convictions render your ineligible for this permit. *</i>			
☐ Yes ☐ No			
If yes, give a description of the violation, the date(s) of the conviction and the name(s) of the city involved:			

36. Has the applicant ever been convicted of a violation of any statute of the United States, State of Minnesota or any other State? List all convictions.

****Please note that failure to disclose information can be grounds for a denial of your application, disclose any and all convictions you have ever received. Please see end of application for further details on which convictions render your ineligible for this permit. ****

☐ Yes

☐ No

If yes, give a description of the violation, the date(s) of the conviction and the name(s) of the State or other jurisdiction involved:

D. INFORMATION ABOUT OPERATIONS

37. Number of days activity is to be conducted: _____

38. A brief description of the nature of the business and products that will be sold/advertised

39. Description of the route (where exactly will you be canvassing and is there a formal plan around how you go to each home)

40. If the items are food products, the Olmsted County Health Department or the Minnesota Department of Agriculture must issue a permit. The number of the permit and the date issued must be listed below before the City of Rochester can issue the Peddler's License.

Permit Number: _____ Date Issued: _____

Olmsted County Health Department: (507)328-7500 & Department of Agriculture: (507) 280-2933

41. Number of vehicles to be used during activity – attach additional sheet if needed

No	Make	Model	Year	Color	License Plate Number
1					
2					
3					

Expanded Conviction Information:

Grounds for Denial/ Ineligibility

The conviction of the applicant of a violation under any statute of the United States, the state or any other state, or under any ordinance of the city or any other municipality within the United States, which violation involved acts which, if they occurred in the state, would constitute fraud, misrepresentation, embezzlement, burglary, possession of burglary or theft tools, criminal sexual conduct, robbery, kidnapping, false imprisonment or assault and which conviction occurred within five years immediately preceding the filing of the application.

E. NOTIFICATION AND VERIFICATION

Notice of Collection of Private Data

In accordance with the Minnesota Government Data Practices Act, the City of Rochester is required to inform you of your rights as they relate to information collected about you. The information collected and required from you as part of this license application will be used to determine whether to issue the peddler permit being applied for. Disclosure of this information is voluntary. You are not legally required to provide this data, however, if you fail to do so, the City of Rochester may be unable to process this application.

Your Social Security Number and Birth Date are classified as private data and are not available to the public. Disclosure of Social Security Number (or Individual Tax ID Number only for individuals without a social security number) is required by Minnesota Statutes 270C.72 and may be requested by and released to the Minnesota Commissioner of Revenue.

Access to this data is limited to staff with a business need to administer and manage the licensing program. All other information contained in this application is public information pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13.

You have the right to see and obtain copies of the data maintained on you, including private data. You also have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data. You can exercise these rights by contacting the City Clerk's Office.

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license or renewal of an existing business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <https://service.govdelivery.com/accounts/MNROCH/subscriber/new>. This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS PERMIT APPLICATION

I, (print name) _____, have read and understand the above information regarding my rights as a subject of government data. I acknowledge I have been provided with information about what is required for a peddler license from the City of Rochester, and how to receive notifications of proposed City ordinances. I agree I will strictly comply with all the laws of the State of Minnesota and the ordinances of the City of Rochester relating to the performance of my duties as a peddler and understand I can review all City ordinances on the city website or in the City Clerk's Office.

I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to conduct a background investigation as authorized by RCO 5-14-5.

I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute causes for denial, suspension, or revocation of any license.

Signature of Permit Holder _____ Date _____