



– Application for –  
**DOOR-TO-DOOR SOLICITATION PERMIT**

Development Services Department  
 50 East 2<sup>nd</sup> North, Green River, WY 82935  
 PH: (307) 872-6140  
[www.cityofgreenriver.org](http://www.cityofgreenriver.org)

**By Ordinance, any person seeking to engage in door-to-door commercial solicitation must obtain a Door-to-Door Solicitation Permit from the City of Green River and pay the permit fee before commencing any such solicitation. Failure to provide information required within this application shall constitute an incomplete application. Incomplete applications will not be processed.**

**A. DEFINITION**

**Door-to-Door Commercial Solicitation** shall mean attempting to make personal contact with any person at their residence, without prior invitation by or appointment with the resident, for the primary purpose of:

- Attempting to sell, for present or future delivery, any goods, wares or merchandise, newspaper or magazine subscriptions, or any services to be performed immediately or in the future, whether or not the person has, carries or exposes a sample of such goods, wares or merchandise, and whether or not he is collecting advance payments for such sales and services;
- Seeking or attempting to obtain contributions of money or any other thing of value for the benefit of any association, organization, corporation, or program, excluding those defined under door-to-door non-commercial solicitation;
- Personally delivering to the resident a handbill or flyer advertising a commercial event, activity, good or service that is offered to the resident for purchase at a location away from the residence or at a future time.

**B. APPLICANT INFORMATION**

|  |               |  |           |
|--|---------------|--|-----------|
| Name ( <i>must match Photo Identification</i> ):   |               | Photo Identification Attached:   |           |
| Aliases/Former Names:  |               | <input type="checkbox"/> Valid driver's license/identification card issued by any state.<br><input type="checkbox"/> Valid United States uniformed service identification card.<br><input type="checkbox"/> Valid United States passport.<br><input type="checkbox"/> U.S. Citizenship & Immigration Services Green Card |           |
| Date of Birth:   | Phone Number: |  |           |
| Temporary Local Address:   | City:         | State:   | Zip Code: |
| Permanent Residential Address:   | City:         | State:   | Zip Code: |
| Have you ever had a permit, license or registration in connection with soliciting revoked by any jurisdiction? |               |  |           |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, explain the circumstances?</i> _____       |               |  |           |

**C. SALES ORGANIZATION INFORMATION (*Who do you work for?*)**

|  |  |   |                       |
|--|--|---|-----------------------|
| Sales Organization Company Name:   |  | Type of Company:                              |                       |
| Sales Supervisor/Manager Name and Title:   |  | Sales Supervisor/Manager Direct Phone Number: |                       |
| Sales Organization Address:  |  | City:   | State:      Zip Code: |
| Green River Occupational Tax Number:   |  | Wyoming State Sales Tax Number:               |                       |
| Legal Status of business and proof of registration with the Wyoming Secretary of State (or attach Wyoming Certificate of Good Standing): |  |   |                       |

File #: \_\_\_\_\_      Expiration Date: \_\_\_\_\_      Other: \_\_\_\_\_  
 Fees Collected: \_\_\_\_\_      Date: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_      By: \_\_\_\_\_  
**STAFF USE ONLY:**       APPROVED    DENIED

| D. DESCRIPTION   |             |                         |              |
|--|-------------|-------------------------|--------------|
| <b>Attach a separate sheet if necessary.</b>   |             |                         |              |
| 1. Describe Your Business in Detail: <i>(What are you selling, include a detailed statement of what your organization is selling, presenting, and/or delivering)</i> : _____ |             |                         |              |
| _____  |             |                         |              |
| _____  |             |                         |              |
| 2. Hours of Solicitation: _____ Days of Solicitation: _____  |             |                         |              |
| 3. List <b>all</b> vehicles to be used in the solicitation.  |             |                         |              |
| <b>License Plate # &amp; State</b>   | <b>Year</b> | <b>Make &amp; Model</b> | <b>Color</b> |
| _____  | _____       | _____                   | _____        |
| _____  | _____       | _____                   | _____        |
| _____  | _____       | _____                   | _____        |
| _____  | _____       | _____                   | _____        |
| _____  | _____       | _____                   | _____        |
| _____  | _____       | _____                   | _____        |
| _____  | _____       | _____                   | _____        |
| _____  | _____       | _____                   | _____        |
| _____  | _____       | _____                   | _____        |
| _____  | _____       | _____                   | _____        |

| E. AUTHORIZED SOLICITORS  |  |  |           |
|---|--|--|-----------|
| <b>All Door-to-Door Solicitation Permits shall be issued in the name of the applicant. Applicant shall provide all of the information for every person to be authorized to solicit under this permit. Attached a separate sheet if necessary.</b>   |  |  |           |
| <b><u>It shall be the sole responsibility of the permit holder to:</u></b>  |  |  |           |
| <ul style="list-style-type: none"> <li>• Provide a copy of the permit to each person authorized to engage in solicitation under the permit;</li> <li>• Ensure that each person authorized to solicit under the permit complies with the terms and conditions of the permit and with the provisions of the Door-to-Door Solicitation Ordinance;</li> <li>• Notify the City of Green River in writing of any persons added to or deleted from the list of authorized solicitors; and,</li> <li>• Submit to the City of Green River, for each person to be added to such list, the information required under § 20-5.b.11 of the Door-to-Door Solicitation Ordinance.</li> </ul> |  |  |           |
| Name <i>(must match Photo Identification)</i> :   |  | Photo Identification Attached:   |           |
| Aliases/Former Names:   |  | <input type="checkbox"/> Valid driver's license/identification card issued by any state. |           |
| Date of Birth:  |  | <input type="checkbox"/> Valid United States uniformed service identification card.      |           |
| Phone Number:   |  | <input type="checkbox"/> Valid United States passport.                                   |           |
|   |  | <input type="checkbox"/> U.S. Citizenship & Immigration Services Green Card.             |           |
| Temporary Local Address:  |  | City:  | State:    |
|   |  |  | Zip Code: |
| Permanent Residential Address:  |  | City:  | State:    |
|   |  |  | Zip Code: |

File #: \_\_\_\_\_

Applicant/Company Name: \_\_\_\_\_

STAFF USE ONLY:

| <b>E. AUTHORIZED SOLICITORS (Continued)</b>      |               |   |        |           |
|--|---------------|---|--------|-----------|
| Name ( <i>must match Photo Identification</i> ): |               | Photo Identification Attached:  |        |           |
| Aliases/Former Names:                            |               | <input type="checkbox"/> Valid driver's license/identification card issued by any state.<br><input type="checkbox"/> Valid United States uniformed service identification card.<br><input type="checkbox"/> Valid United States passport.<br><input type="checkbox"/> U.S. Citizenship & Immigration Services Green Card. |        |           |
| Date of Birth:                                   | Phone Number: |   |        |           |
| Temporary Local Address:                         |               | City:   | State: | Zip Code: |
| Permanent Residential Address:                   |               | City:   | State: | Zip Code: |
| Name ( <i>must match Photo Identification</i> ): |               | Photo Identification Attached:  |        |           |
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| Date of Birth:                                   | Phone Number: |   |        |           |
| Temporary Local Address:                         |               | City:   | State: | Zip Code: |
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| Date of Birth:                                   | Phone Number: |   |        |           |
| Temporary Local Address:                         |               | City:   | State: | Zip Code: |
| Permanent Residential Address:                   |               | City:   | State: | Zip Code: |
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| Date of Birth:                                   | Phone Number: |   |        |           |
| Temporary Local Address:                         |               | City:   | State: | Zip Code: |
| Permanent Residential Address:                   |               | City:   | State: | Zip Code: |
| Name ( <i>must match Photo Identification</i> ): |               | Photo Identification Attached:  |        |           |
| Aliases/Former Names:                            |               | <input type="checkbox"/> Valid driver's license/identification card issued by any state.<br><input type="checkbox"/> Valid United States uniformed service identification card.<br><input type="checkbox"/> Valid United States passport.<br><input type="checkbox"/> U.S. Citizenship & Immigration Services Green Card. |        |           |
| Date of Birth:                                   | Phone Number: |   |        |           |
| Temporary Local Address:                         |               | City:   | State: | Zip Code: |
| Permanent Residential Address:                   |               | City:   | State: | Zip Code: |

File #:

Applicant/Company Name:

**STAFF USE ONLY:**

| <b>E. AUTHORIZED SOLICITORS (Continued)</b>      |               |   |        |           |
|--|---------------|---|--------|-----------|
| Name ( <i>must match Photo Identification</i> ): |               | Photo Identification Attached:  |        |           |
| Aliases/Former Names:                            |               | <input type="checkbox"/> Valid driver's license/identification card issued by any state.<br><input type="checkbox"/> Valid United States uniformed service identification card.<br><input type="checkbox"/> Valid United States passport.<br><input type="checkbox"/> U.S. Citizenship & Immigration Services Green Card. |        |           |
| Date of Birth:                                   | Phone Number: |   |        |           |
| Temporary Local Address:                         |               | City:   | State: | Zip Code: |
| Permanent Residential Address:                   |               | City:   | State: | Zip Code: |
| Name ( <i>must match Photo Identification</i> ): |               | Photo Identification Attached:  |        |           |
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| Date of Birth:                                   | Phone Number: |   |        |           |
| Temporary Local Address:                         |               | City:   | State: | Zip Code: |
| Permanent Residential Address:                   |               | City:   | State: | Zip Code: |
| Name ( <i>must match Photo Identification</i> ): |               | Photo Identification Attached:  |        |           |
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| Date of Birth:                                   | Phone Number: |   |        |           |
| Temporary Local Address:                         |               | City:   | State: | Zip Code: |
| Permanent Residential Address:                   |               | City:   | State: | Zip Code: |
| Name ( <i>must match Photo Identification</i> ): |               | Photo Identification Attached:  |        |           |
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| Date of Birth:                                   | Phone Number: |   |        |           |
| Temporary Local Address:                         |               | City:   | State: | Zip Code: |
| Permanent Residential Address:                   |               | City:   | State: | Zip Code: |

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## F. RULES AND REGULATIONS

The following outlines the “Rules and Regulations” established by Ordinance No. 13-02 pertaining to Door-to-Door Solicitation within the City of Green River. A copy of the complete ordinance may be obtained by contacting the Community Development Department at 307-872-6140. By signing this application, you verify that you have read and understand these “Rules and Regulations” as they pertain to Door-to-Door Solicitation within the City of Green River. If you have any questions regarding these “Rules and Regulations”, please contact the Community Development Department at the number listed above prior to submittal of your application.

### DEFINITIONS:

- **Commercial Solicitor** shall mean any person, whether as volunteer, owner, agent, consignee or employee, who engages in door-to-door commercial solicitation.
- **Door-to-Door Commercial Solicitation** shall mean attempting to make personal contact with any person at his residence, without prior invitation by or appointment with the resident, for the primary purpose of:
  - Attempting to sell, for present or future delivery, any goods, wares or merchandise, newspaper or magazine subscriptions, or any services to be performed immediately or in the future, whether or not the person has, carries or exposes a sample of such goods, wares or merchandise, and whether or not he is collecting advance payments for such sales and services;
  - Seeking or attempting to obtain contributions of money or any other thing of value for the benefit of any association, organization, corporation, or program, excluding those defined under door-to-door non-commercial solicitation;
  - Personally delivering to the resident a handbill or flyer advertising a commercial event, activity, good or service that is offered to the resident for purchase at a location away from the residence or at a future time.
- **Door-to-Door Non-Commercial Solicitation** shall mean attempting to make personal contact with any person at his residence, without prior specific invitation by or appointment with the resident, for the primary purpose of:
  - Seeking or asking for a gift or donation for a public entity or nonprofit organization exempt from federal income tax under 26 U.S.C. 501(c);
  - Soliciting the sale of goods, wares or merchandise for present or future delivery, or the sale of services to be performed immediately or in the future, with the entire proceeds of such sale to be paid directly to, or used exclusively for the benefit of, a public entity or nonprofit organization exempt from federal income tax under 26 U.S.C. 501(c);
  - Personally delivering to the resident a handbill or flyer advertising a future not-for-profit event, activity, good or service;
  - Distribution of religious tracts and information on behalf of a religious organization;
  - Door-to-door canvassing and pamphleteering as a vehicle for the dissemination of ideas, or views or opinions by one engaged in political activities as a candidate or on behalf of a candidate in a recognized federal, state or local election, or on behalf of an issue on an upcoming ballot.
- **Door-to-Door Solicitation Permit** shall mean a document issued by the City of Green River authorizing a commercial solicitor to engage in door-to-door commercial solicitation.
- **Employer** shall mean any person, company, corporation, business, partnership, organization, or any other entity on behalf of whom a person is acting.
- **“No Commercial Solicitors” or “No Commercial Solicitation” Sign** shall mean a prominently displayed sign that is exhibited on or near the main entrance to the premises or on or near the main door to any residence, stating “No Commercial Solicitors” or “No Commercial Solicitation” and applies only to commercial solicitation.
- **“No Solicitors” or “No Solicitation” Sign** shall mean a prominently displayed sign that is exhibited on or near the main entrance to the premises or on or near the main door to any residence, stating “No Solicitors” or “No Solicitation” and applies to all form of solicitation.

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- **Non-Commercial Solicitor** shall mean any person, whether as volunteer, owner, agent, consignee or employee, who engages in door-to-door non-commercial solicitation.
- **Permit Holder** shall mean any person to whom a permit has been issued under the provisions of this Chapter.
- **Public Entity** shall mean the state, county, municipality, school district, special improvement district, and any other kind of district, agency, instrumentality, or political subdivision thereof organized pursuant to law and any separate entity created by intergovernmental contract or cooperation only between or among the state, county, municipality, school district, special improvement district, and every other kind of district, agency, instrumentality, or political subdivision thereof.
- **Residence** shall mean a private residence in the City, including but not limited to condominium units and apartments, and shall include the yards, grounds or hallways, thereof.

 **SOLICITATION PROHIBITED (SIGN POSTED):**

- No person shall engage in commercial solicitation upon any premises without prior invitation from the occupant thereof if such premises is posted with a notice prominently displayed upon which is printed “No Commercial Solicitors” or “No Commercial Solicitation”. For the purposes of this subsection, a dwelling house or apartment or other residence will be deemed to be posted against solicitation if the above notice is exhibited on or near the main entrance to the premises or on or near the main door to any residence located thereon.
- No person shall engage in any form of solicitation upon any premises without prior invitation from the occupant thereof if such premises is posted with a notice prominently displayed upon which is printed “No Solicitors” or “No Solicitation”. For the purposes of this subsection, a dwelling house or apartment or other residence will be deemed to be posted against solicitation if the above notice is exhibited on or near the main entrance to the premises or on or near the main door to any residence located thereon. This provision shall apply to all solicitation including, but not limited to commercial, religious, charitable, non-profit, or political.

 **PERMIT REQUIRED:**

- It shall be unlawful for any person to engage in door-to-door commercial solicitation activities within the City without first obtaining a Door-to-Door Solicitation Permit issued by the City of Green River. Unless authorized or permitted pursuant to the terms and provisions of this Chapter, the practice of being in and upon private residential property within the City by solicitors for the purpose of commercial solicitation, the same is prohibited and is punishable as set forth in this Chapter.
- Those persons engaged in non-commercial solicitation as defined herein, are not required to obtain a Door-to-Door Solicitation Permit.

 **POSSESSION AND DISPLAY OF LICENSE:**

- Every person permitted pursuant to this Chapter must at all times possess and display their Door-to-Door Solicitation Permit in a conspicuous place while soliciting, and shall produce the same whenever requested to do so by a police officer or other person.

 **DOOR-TO-DOOR SOLICITATION RESTRICTIONS (ALL SOLICITORS):**

- No person will engage in solicitation upon any residential premises after having been asked by the owner or occupant thereof to leave such premises or residence.
- There will be no solicitation upon any residential premises, other than upon prior invitation by the occupant, prior to 9:00 a.m. or after 8:00 p.m., of any day.
- Not more than two individuals will engage in solicitation upon any residential premises at the same time for the same goods or merchandise, services, or for religious or charitable purposes. Each individual member of a group engaged in solicitation in violation of this provision will be deemed to have violated such provision.
- Every person engaged in solicitation shall, at the time of initial contact with a prospective customer or donor, immediately identify himself and truthfully state the purpose of the solicitation.

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 **DOOR-TO-DOOR SOLICITATION PERMIT HOLDER RESPONSIBILITIES:**

- Any person seeking to engage in door-to-door commercial solicitation must obtain a Door-to-Door Solicitation Permit from the City of Green River and pay the permit fee as provided in this Chapter before commencing any such solicitation.
- All Door-to-Door Solicitation Permits shall be issued in the name of the applicant. Upon issuance of each permit, the City of Green River shall create and maintain a list of all persons authorized to engage in commercial solicitation under the permit. It shall be the sole responsibility of the permit holder to:
  - Provide a copy of the permit to each person authorized to engage in solicitation under the permit;
  - Ensure that each person authorized to solicit under the permit complies with the terms and conditions of the permit and with the provisions of this Chapter;
  - Notify the City of Green River in writing of any persons added to or deleted from the list of authorized solicitors; and,
  - Submit to the City of Green River, for each person to be added to such list, the required information as listed on this application.

 **PERSONS PROHIBITED:**

- A person shall not be eligible for issuance of a permit nor be authorized under a permit under this Chapter if a Door-to-Door Solicitation permit previously issued to such person by the City of Green River has been revoked by the City of Green River.

 **DENIAL OR REVOCATION OF A PERMIT:**

- The City of Green River shall deny an application for a permit, refuse to renew a permit or revoke a permit if the City of Green River determines that the applicant has:
  - Made any material misrepresentation or false statement in the application for the permit;
  - Failed to notify the City of Green River if any person authorized to solicit under the permit, including the applicant, becomes a prohibited person as outlined in Section 20-6 of the Door-to-Door Solicitation Ordinance, after the issuance of the permit.
  - Failed to obtain necessary licenses as required by the City, including but not limited to a sales and use tax license, or an Occupational Tax license;
  - Failed to conduct and/or supervise solicitation activities under the permit so as to reasonably ensure that such solicitation is in compliance with the terms of the permit and with the provisions of the Door-to-Door Solicitation Ordinance; or,
  - Authorized, condoned or knowingly tolerated any unlawful solicitation or any solicitation conducted in such a manner as to constitute a menace to the health, safety, or general welfare of the public.

 **PERMIT TERM:**

- Unless otherwise revoked, a Door-to-Door Solicitation Permit shall expire when the applicant's Green River Business Tax License, Contractor's License, Home Occupation Permit, or Transient Merchant License expires.

 **VIOLATIONS AND PENALTIES:**

- It is a misdemeanor for any person to violate any of these provisions, and upon conviction thereof shall, if a penalty is not otherwise specified, be punished by a fine of not more than seven hundred fifty dollars (\$750.00), to which court costs shall be added. In situations found appropriate by the trial court restitution may also be required.

File #:

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**G. SUBMITTAL REQUIREMENTS**

The following items are required for submitting a complete Door-to-Door Solicitation Permit Application. An incomplete application will not be reviewed and will be returned to the petitioner.

- Completed, signed and notarized application. The City will not issue a Door-to-Door Solicitation Permit until an original application is received. Scanned, emailed, or faxed applications will not be accepted.
- Read and understand the Rules and Regulations (Section F of this application) as they pertain to Door-to-Door Solicitation within the City of Green River.
- Proof of registration with the Wyoming Secretary of State (or attach Wyoming Certificate of Good Standing):
- Complete list of required information for all persons to be authorized to solicit under the permit (attach a copy of authorized photo identification for each authorized solicitor). See Section E of this application.
- Required Fee (non-refundable):
  - 1-10 Solicitors - \$1,250.00
  - Over 10 Solicitors - \$1,000.00 plus \$31.25 for every solicitor over 10

**H. SIGNATURE REQUIRED**

I hereby state upon oath or affirmation that the information contained in this application is truthfully provided to the best of my knowledge and belief. I further understand that false or inaccurate information used to secure compliance with the Ordinance shall be reason to deny or revoke any application or permit. I hereby agree to comply with all provisions of Chapter 20 of the Code of Ordinances of the City of Green River, Wyoming.

|                      |             |       |
|----------------------|-------------|-------|
| Applicant Signature: | Print Name: | Date: |
|----------------------|-------------|-------|

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn/affirmed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

*This certificate is prepared for, and exclusively belongs to, the accompanying documents entitled City of Green River Door-to-Door Solicitation Permit, which consists of \_\_\_\_\_ pages (including attachments) and is dated \_\_\_\_\_. If this Certificate is appropriated to any document other than the one described herein, it shall be deemed null and void.*

File #:

Applicant/Company Name:

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