



SOLICITATION/CANVASS PERMIT PROCESS

In an effort to protect the community from fraud and crime, while ensuring the safety and privacy of residents, all solicitors and canvassers are required to obtain a permit if they are conducting business within the City of Mill Valley per Mill Valley Municipal Code Section: 5.16.030 Permit application information required and 5.16.020 Canvasser/solicitor-Defined.

A canvasser or solicitor includes any person going from place to place taking or attempting to take orders for sale of goods or services for future deliver (this will not apply to salesmen who solicit orders from or sell to retail dealers for resale or to manufacturers for manufacturing purposes or to bidders for public works or supplies). A canvasser or solicitor also includes any person going from place to place requesting financial assistance of any kind for charitable, political, religious or other causes. (Ord. 496, Sec. 1; August 7, 1960; Ord. 1102, Sec. 16; September 16, 1991; Ord. 1146, Sec. 3, Sept. 16, 1996).

PERMIT APPLICATION PROCESS

1. Complete the Solicitor/Canvasser Permit and Live Scan applications (obtained at the Mill Valley Police Department) and submit them to the Mill Valley Police Department (must present valid ID at the time of submission).
2. Attach (2) 2x2 photos (passport size) taken within the last (60) sixty days.
3. Make an appointment with the Mill Valley Police Department for a Live Scan finger print (required before permit can be issued). A \$52 processing fee is required at the time of the Live Scan (cash or check only).
4. Attach any other permits/licenses issued by any other agencies allowing the applicant to conduct business or any exemptions from the required permits/licensing.
5. The Chief of Police or their designee will review the application and notify the applicant of approval or denial within five business days after receipt of the application.
6. If required, obtain a City of Mill Valley Business License from City Hall, located at 26 Corte Madera Avenue, Mill Valley, CA 94941.
7. **Every individual soliciting/canvassing is required to obtain a permit.**



CITY OF MILL VALLEY SOLICITORS/CANVASSERS PERMIT APPLICATION

Name _____

Address (PO Boxes NOT acceptable) _____

Phone # _____

Social Security # _____ DOB _____

Drivers License/Passport # _____ State/Country Issued _____

Height _____ Weight _____ Eye Color _____ Hair Color _____

Have you ever been convicted of a crime? Y ___ / N ___

If "Y" list dates, arresting agencies, offences, and penalties _____

Business/Organization Name _____

Address _____

Contact/Director _____ Phone # _____

Tax ID # _____ Non-Profit Y ___ / N ___ (If tax-exempt, include a Letter of Determination from the IRS or a Letter of Good Standing from the Franchise Tax Board)

Individual _____ Partnership _____ Corporation/LLC _____ (If solicitation is for profit, a business license must also be obtained from the City of Mill Valley)

Brief description of goods and services to be sold or charitable purpose _____

Distinguishing characteristics of any vehicle being used during business activities _____

License Plate # _____ Make _____ Model _____ Color _____

Requested Date from _____ to _____

Time of day from _____ to (All soliciting/canvassing must stop at dusk)

All solicitors/canvassers must present department issued ID card upon request.

For Office Only	
Passed DOJ Background: Y _____ N _____	
Date Issued _____	Issued by/Badge # _____
Permit # _____	
Approved by _____	