



# CITY AND COUNTY CLERK AND RECORDER

One DesCombes Drive • Broomfield, CO 80020 • 303.438.6332 • Broomfield.org

**PLEASE VISIT [BROOMFIELD.ORG/COVID](http://BROOMFIELD.ORG/COVID) FOR CURRENT GUIDELINES**

## Solicitor's License Application

Pursuant to Chapter 5-20 of the Broomfield Municipal Code, it is unlawful for any solicitor to engage in business within the city without first obtaining a license.

Submit application along with:

- Application fee of \$100.00 to be paid at the time of application or renewal
- Credentials from the person, firm, or corporation for which the applicant is to act as a representative
- Current photo ID, such as a State Driver's License
- Current photo, if applying online

### Procedure

- Photo of applicant will be taken for solicitor badge, if applying in person,
- Application will be sent to the Police Department to conduct a background check which takes approximately 3 weeks.
- Applicant will be contacted as to approval or denial of the solicitor license, if approved the applicant must pick up badge at the Broomfield City Clerk's office
- License shall expire one year from the date of issuance

### For Office Use Only

Driver's License \_\_\_\_\_  
 Credentials \_\_\_\_\_  
 Photo Taken \_\_\_\_\_  
 Paid \_\_\_\_\_  
 Sent to PD \_\_\_\_\_  
 Approved \_\_\_\_\_  
 License Number \_\_\_\_\_  
 Expires \_\_\_\_\_  
 Badge Made \_\_\_\_\_  
 License Picked Up \_\_\_\_\_

If you have any questions please feel free to contact the City Clerk's office at 303-438-6332

## Application for Solicitor's License *(Please Print Legibly or Type)*

Legal Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Other names used \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Weight \_\_\_\_\_ Height \_\_\_\_\_ Age \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

### *If Applicant is Under 18 Years*

Name of Parent or Guardian \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

## Information about the Business

Name of Business \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Responsible Party \_\_\_\_\_ Email address \_\_\_\_\_

Brief description of the nature of the business and the goods to be sold, solicited or delivered. \_\_\_\_\_

**If a vehicle is to be used, a description is required.**

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate No. \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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**Have you been convicted of any crime or a violation of any municipal ordinance?**     Yes     No

If yes, please explain: \_\_\_\_\_

Location of violation: City \_\_\_\_\_ State \_\_\_\_\_

Disposition \_\_\_\_\_

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**Curb Painting:** a Solicitor's License is required. Please see the City Engineering Division to register, a \$200.00 bond is required.

Yes     No

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**Applicant affirms that he/she is familiar with Sections 5-20 and 9-58 of the Broomfield Municipal Code, governing solicitors in the City and County of Broomfield and agrees to comply with all applicable laws. Applicant also affirms that the information provided in this application is true and accurate.**

**Signature(s)**

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_ Parent or Guardian (*if applicable*) \_\_\_\_\_