

# Solicitor Process Information Sheet

In accordance with Noblesville City Ordinance # 15-05-12, persons or companies wishing to solicit goods/services door-to-door within city limits must first receive a solicitor permit.

Please read the exemptions from registration listed below to find out if your organization qualifies. If your organization does not meet the exemptions, then you must apply for a permit with the City of Noblesville in order to lawfully solicit goods or services.

The following are exempt from registration:

- Persons specifically invited to a residence by a competent individual prior to the time of the person's arrival at the residence.
- Persons whose license, permit, certificate, or registration with the State of Indiana permits them to engage in door-to-door solicitation to offer goods or services to an occupant of the residence.
- Persons delivering goods to a residence pursuant to a previously made order or persons providing services at a residence pursuant to a previously made request by a competent individual.
- Persons advocating or disseminating information for, against, or in conjunction with any religious belief or political position regardless of whether goods, services, or any other consideration is offered or given, with or without any form of commitment, contribution, donation, pledge, or purchase.
- Persons representing a charitable organization. The charitable exemption shall also apply to students soliciting contributions to finance extracurricular social, athletic, artistic, scientific, or cultural programs provided that the solicitation has been approved in writing by the school administration and that such student solicitors carry current student picture identification from the educational institution for which they are soliciting.
- A United States military veteran that has been granted a vending/peddling license by the Hamilton County Auditor's Office.

*The following steps will help in expediting your request for a permit. If your organization is utilizing multiple solicitors, each solicitor will need to apply for a permit. YOU MAY NOT LAWFULLY SOLICIT IN NOBLESVILLE CITY LIMITS UNTIL THIS PROCESS IS COMPLETE. Soliciting in the city without a valid permit can cost the individual up to \$250.*

**The processing of an application packet will not begin until the complete application packet is turned in with all required documentation.**

1. The Pre-application checklist needs to be answered for **each** applicant and must be turned in with the application.

2. Your organization will need to supply a background check for ***each applicant*** from the State of Indiana that can be dated no older than 120 days prior to the date of application. These background checks must be turned in with the application.
  - a. **Obtaining a CRC background check from the State:**
    - Visit the website [www.in.gov/isp](http://www.in.gov/isp) and select "Get Limited Criminal History" from the Criminal History Services menu under "RESOURCES". **Use Code IC 23-7-8-1 when completing the request.** Follow the steps to print the record. Cost is \$16.32 per record.
    - OR-
    - Visit the Indiana Government Center (100 North Senate Ave, Indianapolis IN 46204) to obtain a copy of the record, or submit a mailed request (form available at ISP link above). Cost is \$7 per record.
3. A **2x2 passport-style color photo** of the applicant must be attached to the application packet. The photo must be an original photo on photograph paper and cannot be a photocopy, scan, or email. The photo must be of the applicant's shoulders and head, and the applicant must not be wearing any hat, bandana, or any other head covering excluding those that are worn for religious purposes. Prescription glasses are permitted in the photo.
4. A completed application must be included. The responsible person's or entity's information must be clearly filled out in the appropriate section. Once the application has been submitted, the City shall notify the applicant and the responsible person on whether or not the applicant will be issued a permit to solicit.
5. If the submitted application has been approved, the responsible person or entity representative will be contacted and will then need to come to the Noblesville Police Department (135 S 9<sup>th</sup> St, Noblesville, IN 46060) Monday-Friday between the hours of 8:00am and 4:00pm to pay the appropriate fees as outlined below
  - 3-Day Certificate: \$20 (per applicant)**
  - 10-Day Certificate: \$50 (per applicant)**
  - 120-Day Certificate: \$200 (per applicant)**
6. Once payment is received, each solicitor will need to visit the Noblesville Police Department in person and show a valid form of identification in order to be issued an identification badge. This badge will need to be on the person at all times while they are soliciting in the City of Noblesville.
7. At the request of the organization or the individual applicant, a copy of the city ordinance regarding door-to-door solicitation may be provided, along with a general map of the City of Noblesville indicating the city limits.
8. Organizations or applicants may contact the City of Noblesville police department by phone at 317-776-6340 with any questions or to obtain additional information.