



# Solicitor Packet

For Certificate of Registration

125 S Main Street  
 Vineyard, UT 84059  
 801-226-1929

[www.vineyardutah.org](http://www.vineyardutah.org)

## Registration Requirements for a Vineyard Solicitor Certificate and ID Badge

- Completed 4-page Solicitor Application with notarized signature
- BCI Criminal Background Check less than 180 days old (Utah resident), or equivalent report from applicant's home state if not Utah resident. Utah residents: <https://bci.utah.gov/>
- Proof of Identification (one of the following):
  - Valid State-issue Driver License or Identification Card
  - Valid passport issued by the United States
  - Valid identification issued by a branch of the U.S. military
- Headshot photo of the solicitor  
 The applicant may email a headshot to [kellyk@vineyardutah.org](mailto:kellyk@vineyardutah.org) or we can take a photo at the time of application for no additional fee.
- Solicitor Application fee of \$30 (non-refundable)

### Duties of Solicitors

Each individual engaging in door-to-door solicitation is required to follow Vineyard Municipal Code (VMC) 5.12.170, 5.12.180, and 5.12.190, which are summarized below:

#### “No Solicitation” signs and Conduct

- A. Every person soliciting or advocating shall check each residence for any "No Soliciting" sign or placard or any other notice or sign notifying a solicitor not to solicit on the premises, such as, but not limited to, "No Solicitation" signs.
- B. A person soliciting or advocating shall not knock on a door, ring a doorbell, or in any other manner attempt to attract the attention of an occupant of a residence that bears a "No Solicitation" sign.
- C. A solicitor shall not, through ruse, deception, or fraudulent concealment of a purpose to solicit, take any action calculated to secure an audience with an occupant at a residence.
- D. A solicitor, who is at any time asked by an occupant of a residence to leave, shall immediately and peacefully depart.
- E. A solicitor shall not intentionally or recklessly make any physical contact with or touch another person without the person's consent.
- F. A solicitor shall not follow a person into a residence without the person's explicit consent;
- G. A solicitor shall not continue repeated soliciting after a person or competent individual has communicated clearly and unequivocally the person's lack of interest in the subject, goods or services of the solicitor.
- H. A solicitor shall not use obscene language or gestures.

#### Time of Day Restrictions

It shall be unlawful for any person, whether licensed or not, to solicit at a residence before 9:00 a.m. or after 9:00 p.m. Mountain Standard Time, unless the solicitor has express prior permission from the resident to do so.

#### Implied Municipal Endorsement

No solicitor shall represent directly or by implication that the granting of a certificate of registration implies any endorsement by the City of the solicitor's goods or services or of the individual solicitor.

### Frequently Asked Questions

#### What do I get to identify me as a registered solicitor?

- Certificate:  
The city will issue a certificate to the applicant that lists the name of the registered solicitor and the responsible person or entity, and the certificate expiration date.
- ID Badge:  
The city will issue an identification badge that shall be worn prominently on the solicitor's person while soliciting in the city (see VMC 5.12.110.B).

#### How long are the certificate and ID badge valid?

After accepting a complete application with all requirements, the city will issue a Temporary Solicitor Certificate and Solicitor ID Badge, which are valid for 25 days. If the solicitor wishes to continue soliciting after the 25-day period, he or she will contact the city. If the solicitor is found to be in compliance as listed in VMC Chapter 5.12, the city will issue an Annual Certificate and Solicitor ID Badge that will be valid for a year from the initial issue date.

#### Can I leave door hangers where people aren't home?

An individual may leave handbills at a residence as long as there is not a "No Solicitors" or similar sign posted on near the entrance (See VMC 8.04.020.M,N). If you are only leaving handbills and are not knocking on doors, you do not need to be a registered solicitor.

#### What happens if I solicit without a certificate?

Any person who violates any term or provision of this Chapter shall be guilty of a class B misdemeanor and shall be punished by a fine of not to exceed one thousand (1,000) dollars and/or a jail sentence of not to exceed six (6) months (See Vineyard Municipal Code 5.12.210).



For each individual engaging in non-exempted residential solicitation within Vineyard city limits

## Individual Solicitor Information

True/Correct Legal Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Former names/aliases in last 10 years: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver License/ID #: \_\_\_\_\_ State: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(for all correspondence) Street City State Zip

## Business Information

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street/PO Box City State Zip

Business Contact/Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_

State Business Entity #: \_\_\_\_\_ Federal EIN: \_\_\_\_\_

Utah State Special Event Sales Tax # (For Vineyard) \_\_\_\_\_

For a temporary account, call the Utah State Tax Commission Special Events Unit at 801-297-6303 or email [specialevent@utah.gov](mailto:specialevent@utah.gov)

Website: \_\_\_\_\_

## Additional Information

Goods or services being offered:

Regulatory Licenses, permits, or registrations required by Federal or State law to transact this business: *(It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies.)*

- |   |   |
|---|---|
| <input type="checkbox"/> Division of Occupational and Professional Licensing (DOPL) | <input type="checkbox"/> UT Insurance Department            |
| <input type="checkbox"/> DOPL – Burglar Alarm company or agent                      | <input type="checkbox"/> UT Dept. of Agriculture and Food   |
| <input type="checkbox"/> DOPL – Contracting   | <input type="checkbox"/> UT Division of Consumer Protection |
| <input type="checkbox"/> UT Division of Securities                                  | <input type="checkbox"/> Other:                             |

### FOR OFFICE USE ONLY

Date received \_\_\_\_\_ BCI  Photo ID  Badge Photo  Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

# Disqualifying Status Questions

*Completion of this questionnaire is a requirement for a residential solicitation certificate.*

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1. Has the applicant been criminally convicted of:
- a. Felony homicide,  Yes
  - b. Physically abusing, sexually abusing, or exploiting a minor,  No
  - c. The sale or distribution of controlled substances, or
  - d. Sexual assault of any kind?

- 
2. Are any criminal charges currently pending against the applicant for:
- a. Felony homicide  Yes
  - b. Physically abusing, sexually abusing, or exploiting a minor,  No
  - c. The sale or distribution of controlled substances, or
  - d. Sexual assault of any kind?

- 
3. Has the applicant been criminally convicted of a felony within the last ten (10) years?  Yes  
 No

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4. Has the applicant been incarcerated in a federal or state prison within the last five (5) years?  Yes  
 No

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5. Has the applicant been criminally convicted of a misdemeanor within the past five (5) years involving a crime of:
- a. Moral turpitude, or  Yes
  - b. Violent or aggravated conduct involving persons or property?  No

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6. Has a final civil judgment been entered against the applicant within the last five (5) years indicating that:
- a. The applicant had either engaged in fraud, or intentional misrepresentation, or  Yes
  - b. That a debt of the applicant was nondischargeable in bankruptcy pursuant to 11 USC section 523(a)(2), (a)(4), (a)(6), or (a)(19)?  No

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7. Is the applicant currently on parole or probation to any court, penal institution, or governmental entity, including being under house arrest or subject to a tracking device?  Yes  
 No

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8. Does the applicant have an outstanding arrest warrant from any jurisdiction?  Yes  
 No

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9. Is the applicant currently subject to a protective order based on physical or sexual abuse issued by a court of competent jurisdiction?  Yes  
 No
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# Written Disclosures

(Vineyard Municipal Code Section 5.12.080)

*For review by residential solicitation certificate applicants*

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1. The applicant's submission of the application authorizes the City to verify information submitted with the completed application including:
  - a) The applicant's address;
  - b) The applicant's and responsible person or entity's state tax identification and special use tax numbers, if any; and
  - c) The validity of the applicant's proof of identity.
2. The City may consult any publicly available sources for information on the applicant, including but not limited, to databases for any outstanding warrants, protective orders, or civil judgments.
3. Establishing proof of identity is required before registration is allowed.
4. Identification of the fee amount that must be submitted by applicant with a completed application.
5. The applicant must submit a BCI background check **or** equivalent background check from the applicant's home state if the applicant is not a Utah resident with a completed application.
6. To the extent permitted by State and/or Federal law, the applicant's BCI background check shall remain a confidential, protected, private record not available for public inspection.
7. The City will maintain copies of the applicant's application form, proof of identity, and identification badge. These copies will become public records available for inspection on demand at the City offices whether or not a certificate is denied, granted, or renewed.
8. The criteria for disqualifying status, denial, or suspension of a certificate under the provisions of this chapter.
9. That a request for a temporary certificate will be granted or denied the same business day that a completed application is submitted.

By signing, I acknowledge that I have (i) received, (ii) read, (iii) sought clarification as required, and (iv) understand the above Written Disclosures.

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Signature

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Printed Name

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Date

**Do not write anything on this page  
until you are standing in front of the notary**

**Waiver Statement and Applicant Acknowledgement of Disqualifying Status**

I, the undersigned, do hereby verify, under penalty of perjury, that the information provided herewith is complete, truthful and accurate to the best of my knowledge and belief. I do hereby agree to allow the City to obtain a name/date of birth BCI background check for enforcement purposes of the Vineyard Municipal Code, Chapter 5.12. I agree to conduct business in complete accordance with all laws, ordinances, and regulations governing operation of such business. I acknowledge that soliciting without a valid certificate in plain view may result in revocation of such and/or citation. I understand that once the certificate of registration is issued, it becomes invalid if any of the application information changes and a new application will be required to update the information on record.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State of Utah

ss.

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

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me, \_\_\_\_\_  
Date month year notary public name

a notary public, personally appeared \_\_\_\_\_, proved on the basis of satisfactory  
name of document signer

evidence to be the person whose name is subscribed to this instrument, and acknowledged (he/she)

executed the same.

Witness my hand and official seal.

\_\_\_\_\_  
(Notary signature)

(seal)