



# Door-to-Door Soliciting License Application

Tacoma Municipal Code Chapter 6B.170

Activity Start Date \_\_\_\_\_

Contract Account# \_\_\_\_\_

*Incomplete applications will not be processed*

## How to Apply for a Door-to-Door Soliciting License

STEPS	LOCATION
<b>1. First, Complete Fingerprints for Background Check at South Sound 911</b> Fingerprinting services for background check are available by appointment only at South Sound 911. When scheduling online, select <i>City of Tacoma Business License</i> as the purchase option.  Background fees are paid directly to South sound 911, visit website for currents fees	<b>South Sound 911</b> <b>Schedule online at</b> southsound911.org/fingerprints 3580 Pacific Ave, Tacoma WA 98418
<b>2. Next, Apply for Door-to-Door License at City of Tacoma, Tax &amp; License</b>  <input type="checkbox"/> Submit completed application, pay \$90 Door-to-Door Soliciting License fee. Submit for ID pictures. ( <i>Pictures are taken in office</i> )  <input type="checkbox"/> <i>Self Employed?</i> If yes, A general business license is also required. For application and license fees, visit <a href="http://cityoftacoma.org/taxandlicense">cityoftacoma.org/taxandlicense</a> .	<b>City of Tacoma  Tax &amp; License</b> 747 Market Street, Room 212 Tacoma, WA, 98402, <b>Lobby Services Available:</b> Monday - Wednesday 8:00AM-5:00PM
<b>3. Done!</b> Your Door-to-Door Soliciting License (ID Card) will be issued upon background approval, please allow 10 business days.	

## Applicant Data

First Name	Middle Initial	Last Name	Previous Names or Aliases
Home Address (Number, Street, Apartment number)			
City		State	Zip
Home Phone	Cell Number	Email	
Gender	Date of Birth	Do you have a valid WA State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Driver's License Number
When working as a door-to-door solicitor, you are: <input type="checkbox"/> Employee (W-2) <input type="checkbox"/> Self-employed (1099)		List the company(s) you do soliciting work for:	

## Employment History – Last 5 years

Employer	Address	City/State	Dates of Employment

## Crimes you have been arrested for, cited for, or charged with – Last 10 years

Date of Incident	Offense or Charge	City/State	Final Disposition

### Applicant Certification

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. Omission of or false representation of a material fact shall be grounds for denial of your license.

Signature

City & State

Date

747 Market Street, Room 212, Tacoma, WA

(253) 591-5252

[cityoftacoma.org/taxandlicense](http://cityoftacoma.org/taxandlicense)

