

**City of Willoughby**  
**SOLICITOR AND CANVASSERS PERMIT PROCESS**  
*Revised March 2021*

***As of February 2021, an appointment is required to apply for a solicitor's permit. Please call 953.4200 to make an appointment.***

Any individual/organization that is going door-to-door at private residences within the City of Willoughby in order to sell a good or service or solicit donations of any kind or size is required to obtain a Solicitation/Canvassing Permit.

Canvassers who are going door-to-door with the sole purpose of distributing information are not required to obtain a Solicitation/Canvassing Permit.

If an individual/organization does not obtain a Permit, they are not allowed to solicit for donations at any time.

The permit does not provide permission to solicit where notice of No Solicitation or No Trespass has been provided by the property owner. This also applies to canvassing organizations not required to receive a permit.

1. Fees

- Background checks are required for any organization selling goods or services or soliciting donations of any kind.
- Every individual who will be going door-to-door must have a completed background check.
- There is a \$25 background check fee for each individual who requires a background check. **This fee is not waived for charitable, non-profit, or religious organizations that are soliciting donations or money for membership.** This fee must be paid in person at the time of the background check and is non-refundable.

2. Documentation Required

- Copy of current, valid driver's license or other current, valid, government-issued identification that includes your picture.
- Completed Application for Certificate of Registration with accurate information and signature.
- Completed Background Screening Consent Form with accurate information and signature.

3. Application Procedure

- Make an appointment at City Hall by calling 440.953.4200. An appointment is required.
- Bring completed documentation as required in section 3.
- Pay \$25 application fee payable at time of application – Cash or credit cards accepted
  - Fee is non-refundable and does not guarantee a permit will be issued
- Photo will be taken for city-issued ID card.

- A background check can take up to 14 days to be completed by the National Center for Safety Initiatives (NCSI), a third-party service provider. The result of the background check will be emailed to both the individual and the City of Willoughby.
- After a satisfactory background check has been completed, the Safety Director will review the application.
- Upon Safety Director approval, the applicant will be contacted and advised that the approved ID card/permit is ready for pick up. Permit is valid for 6 months; expiration date is printed on ID card.
  - ID card MUST be worn and visible at all times.
  - Soliciting/Canvassing can only take place during the hours of 9 am and 8 pm.

#### 4. Municipal Code Section

- Chapter 745, Solicitor and Canvassers  
[https://codelibrary.amlegal.com/codes/willoughby/latest/willoughby\\_oh/0-0-0-13397](https://codelibrary.amlegal.com/codes/willoughby/latest/willoughby_oh/0-0-0-13397)
- Ordinance No. 2020.68 – July 2020 Code Amendment  
<https://willoughbyohio.com/wp-content/uploads/2020/08/ordinance-2020-68.pdf>
- Ordinance No. 2020.73 – August 2020 Code Amendment  
<https://willoughbyohio.com/wp-content/uploads/2020/08/ordinance-2020-73.pdf>

#### 5. No Solicitation Signs

- The City has made available free of charge, “No Solicitors” postcards which are designed to deter individuals or entities wishing to sell a product or service. These cards are available at City Hall.

Permit No \_\_\_\_\_

## APPLICATION FOR CERTIFICATE OF REGISTRATION

Pursuant to Chapter 745 of the Codified Ordinances of the City of Willoughby

### APPLICANT INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Driver's License # \_\_\_\_\_

Email (optional) \_\_\_\_\_

Height \_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ DOB \_\_\_\_\_ Sex \_\_\_\_\_

Place of Residence Preceding Year \_\_\_\_\_

### ORGANIZATION INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Name of Officer or other Official of Organization \_\_\_\_\_

Officer/Contact Phone \_\_\_\_\_

Nature of Goods or Services Offered \_\_\_\_\_

Additional municipalities in which applicant has/is conducting canvassing or solicitation activities within the past calendar year \_\_\_\_\_

Applicant must present Photo Identification, i.e., Driver's License or State Issued ID for copy. Applicant must complete National Center for Safety Initiatives (NCSI) background check.

The Applicant agrees that he/she has read and will comply with all the requirements of Chapter 745 of the Codified Ordinances of the City of Willoughby and acknowledges that he/she has been provided a copy of Chapter 745 attached hereto.

**Per Willoughby Codified Ordinance Chapter 745, no person shall act as a door-to-door salesperson calling at residences without the invitation or previous consent of the owner(s) or occupant(s) without first having secured from the Director of Safety a Certificate of Registration. Likewise, no peddler shall sell or offer for sale in this City any goods, merchandise, or services without first having secured from the Director of Public Safety a Certificate of Registration. There shall be a \$25 non-refundable fee for a six-month permit. Fee must be paid prior to completing background check application. A separate application, background check and identification badge shall be required for each individual salesperson or peddler, even though there may be a single employer. Please allow three (3) business days for the processing of applications.**

Persons calling door to door acting for a political, religious, or charitable organization are exempt from the requirement of obtaining a certificate.

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

\_\_\_\_\_  
Date

Permit Issued:

\_\_\_\_\_

Permit Expires:

\_\_\_\_\_

Issued by:

\_\_\_\_\_



## National Background Screening Consent Form

Applicant's **Legal** Name (printed) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Address \_\_\_\_\_

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

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Local & National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

By signing this document, I am providing the above named Organization my consent for an initial background check as well as any subsequent background checks deemed necessary throughout the length of my volunteer assignment with this Organization.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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