



## City of Mentor-on-the-Lake

5860 Andrews Rd, Mentor-on-the-Lake, OH 44060-2827

Phone: (440) 257-7216 Fax: (440) 257-2766

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

### Solicitor's Permit Guidelines

**Soliciting Hours:** Home: 9:00 a.m. to 9:00 p.m.

Phone: Monday-Saturday 9:00 a.m. to 9:00 p.m.

\*Solicitation will not be permitted on state or federally observed holidays\*

<b>Permit Prices:</b>	<b><u>Nature of Operation</u></b>	<b><u>Week</u></b>	<b><u>Month</u></b>	<b><u>Year</u></b>
	Truck/Street Vehicle	\$30.00	\$60.00	\$90.00
	Pushcart	\$30.00	\$50.00	\$75.00
	Carried door-to-door	\$30.00	\$50.00	\$75.00

#### **Process:**

##### **1. Solicitation Application**

(Each person must submit an application with the following information)

- \$30 Non-refundable Fee
- 2 Photos of the Applicant (2" X 2")
- CCA Municipal Income Tax Form (only 1 per group) **Note:** CCA form not needed for 1 week permits
- Finger Prints: BCI & FBI  
(visit website below for list of locations)  
[www.OhioAttorneyGeneral.gov/WebCheck](http://www.OhioAttorneyGeneral.gov/WebCheck)

##### **2. Part 2 must be completed by the MOL Police Department**

- Background check
- Vehicle Inspection (if necessary)

##### **3. City Hall will contact applicant. If application is approved applicant must come to City Hall to obtain Solicitor's Permit. Prices are listed above.**

##### **4. Upon approval, applicant will be given a current NOPEC BlockTheKnock program list of Mentor-on-the-Lake addresses that have requested their home not be approached by solicitors.**

**\*Though there may be just one employer, each individual MUST have their own permit\***



**City of Mentor-on-the-Lake**  
**APPLICATION FOR:**  
**CANVASSING, SOLICITING AND PEDDLING**  
 (Mentor-on-the-Lake City Ordinance 850)

<b>PART 1 – TO BE COMPLETED BY THE APPLICANT (please print or type)</b>					
<b>1</b>	Applicant's Name	Social Security Number			
<b>2</b>	Home Address	Telephone Number (       )			
<b>3</b>	City	State	Zip Code	County	
<b>4</b>	Birth Date			Driver's License/State ID No.	State
<b>5</b>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	Height	Weight	Hair Color      Eye Color
<b>6</b>	In Case of Emergency, Notify			Relationship	
<b>7</b>	Address			Telephone Number (       )	
<b>8</b>	City	State	Zip Code	County	
<b>9</b>	Name of Firm, Corporation or Association for whom Canvassing, Soliciting or Peddling is being done			Tax I.D. Number	
<b>10</b>	Address			Telephone Number (       )	
<b>11</b>	City	State	Zip Code	County	
<b>12</b>	Immediate Supervisor			Telephone Number (       )	
<b>13</b>	Brief description of what you are Canvassing, Soliciting or Peddling				
<b>14</b>	Model of Vehicle Used	Make	Color	State of Vehicle Registration	Vehicle Registration
<b>15</b>	List of all Municipalities in which applicant has conducted Canvassing, Soliciting or Peddling during the past 12 months				
<b>16</b>	List all Firms, Corporations or Associations whom applicant has Solicited for in the past three years				

<b>17</b>	If applicable, has applicant complied with the requirements of Ohio R.C. Chapter 1716 pertaining to charitable solicitations?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>18</b>	Has applicant ever been convicted of a felony, violation or misdemeanors?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>19</b>	If answering YES to Line #18 applicant must give the time, date and charge					
<b>20</b>	Has applicant ever had a permit revoked for Canvassing, Peddling or Solicitation in the City of M-O-L or any other municipality?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>21</b>	If answering YES to Line #20, applicant must give the date and municipality					
<b>22</b>	Signature of Applicant <b>X</b>					
<b>23</b>	Any misrepresentation of identity or intention to make a false, misleading, or deceptive statement while providing information required under City Ordinance 850 is grounds for License Revocation. All completed applications will be accompanied with two (2) photographs of the applicant of appropriate size (approximately 2" x 2"). In addition, all applicants are under the submission of Finger Printing by the Police Department if requested. Not more than ten working days after the completion of the application as provided for in City Ordinance (850) the Safety Director or his authorized representative shall, except as otherwise provided, issue a certificate of registration to each applicant.					
<b>PART 2 – TO BE COMPLETED BY THE POLICE DEPARTMENT</b>						
<b>24</b>	CHRIS Checked? <input type="checkbox"/> NO <input type="checkbox"/> YES	NCIC Checked? <input type="checkbox"/> NO <input type="checkbox"/> YES	Local Municipalities Checked? <input type="checkbox"/> NO <input type="checkbox"/> YES	Two Photos Rec'd? <input type="checkbox"/> NO <input type="checkbox"/> YES	Were Finger Prints Taken? <input type="checkbox"/> NO <input type="checkbox"/> YES	Date Filed
<b>25</b>	Is License Revoked? <input type="checkbox"/> NO <input type="checkbox"/> YES	Is Appeal Filed? <input type="checkbox"/> NO <input type="checkbox"/> YES	Application Investigation Made By: <b>X</b>			Date Signed
<b>26</b>	Photo Copy all applications and attach one of the photographs to the copied application for Police records. If application is not approved and/or revoked, use separate sheet of paper to explain reasons.					
<b>PART 3 – TO BE COMPLETED BY THE CITY HALL</b>						
<b>27</b>	Was City Income Tax Form filled out and filed with this application for Canvassing and Door-To-Door Solicitation?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>28</b>	Date Permit Issued	Date Permit Expired	Permit Number	Authorized Signature <b>X</b>		

**ALL EXPIRED PERMITS ARE TO BE RETURNED TO MENTOR-ON-THE-LAKE CITY HALL**

Solicitation Application  
08/05/2020