



## SOLICITORS LICENSE APPLICATION

**Email** - The completed application can be emailed to [Kathryn.Bowman@wentzvillemo.gov](mailto:Kathryn.Bowman@wentzvillemo.gov)

**Or can be mailed/dropped off at:**

**City Hall** – 1001 Schroeder Creek Blvd. Wentzville, MO 63385 (636) 327-5101

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### The following items are required for the license:

- \_\_\_\_\_ \$35 Administrative Fee (**Paid each time license is applied for**).
- \_\_\_\_\_ 2x2 Current Digital Photo taken within 60 days, no hats, scarfs or sunglasses shall be worn, background must be plain.
- \_\_\_\_\_ Copy of sales pitch.
- \_\_\_\_\_ Copy of the Missouri Sales Tax License or a Missouri Registration Certificate must be provided if applicable.
- \_\_\_\_\_ State Highway Patrol Background Check issued not more than six months prior to proposed last date of the solicitors license date from the State of applicant's permanent residence. (For Missouri residents, <https://statepatrol.dps.mo.gov/pages/services>)
- \_\_\_\_\_ Letter of No Tax Due dated within the last 30 days if applicable.
- \_\_\_\_\_ \$10 per day license fee for \_\_\_\_\_ days \_\_\_\_\_
- \_\_\_\_\_ List the days (Monday-Saturday): \_\_\_\_\_
- \_\_\_\_\_ List the times: \_\_\_\_\_ (permitted only between the hours of 10 a.m. and 1 hour before sunset). **SUNDAYS & HOLIDAYS PROHIBITED.**
- \_\_\_\_\_ Provide a copy of driver's license.
- \_\_\_\_\_ Copy of Ordinance 4617 of the Wentzville Municipal Code was given to applicant.
- \_\_\_\_\_ Credentials establishing the exact relationship with employer and employee. Must be on company letterhead list applicant(s) applying for a license; signed by business owner or president of the company.

**ALL REQUIRED DOCUMENTS AND PAYMENT MUST BE SUBMITTED PRIOR TO STARTING THE PROCESS.**

**PLEASE ALLOW FIVE BUSINESS DAYS FOR SOLICITORS LICENSE TO BE PROCESSED AND ISSUED.**

**TO BE COMPLETED FULLY BY APPLICANT:** \_\_\_\_\_ For Profit \_\_\_\_\_ Not For Profit

Applicant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

Full Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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**SOLICITORS LICENSE APPLICATION**

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Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

If an issue arises we must be able to contact a Supervisor. This information is required.

Supervisor's Name: \_\_\_\_\_

Supervisor's Permanent Home Address: \_\_\_\_\_

Supervisor's Full Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Does the Supervisor have a Solicitor's License with the City of Wentzville? Yes\_\_\_ No\_\_\_

Will he/she be applying for a license with the City of Wentzville? Yes\_\_\_ No\_\_\_

Will the Supervisor be in the city limits of Wentzville when you are soliciting? Yes \_\_\_ No \_\_\_

Type of vehicle (Year, Make, Model): \_\_\_\_\_

Number of passenger seats: \_\_\_\_\_

Vehicle License Plate#: \_\_\_\_\_ State: \_\_\_\_\_

Will you be the driver of this vehicle? Yes\_\_\_ No\_\_\_

If you will not be driving the vehicle listed, then provide the name of the person you will be riding with:

\_\_\_\_\_

Name and description of the nature of the business and goods to be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The place where the goods or property proposed to be sold or orders taken for or the sale thereof are manufactured or produced, where such goods or products are located at the time such application filed and the proposed method of delivery: \_\_\_\_\_

\_\_\_\_\_

Has applicant ever been convicted of any crime, misdemeanor or violation of any municipal ordinance? Yes\_\_\_ No\_\_\_

Explain nature of offense(s) and punishment or penalty assessed therefore: \_\_\_\_\_

\_\_\_\_\_

## SOLICITORS LICENSE APPLICATION

Has applicant ever had a charter, registration permit or license denied, suspended, revoked or enjoined by any court or governmental authority? Yes\_\_\_\_ No\_\_\_\_

I have received and read the Ordinance 4617.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

Per Ordinance 4617, I understand that there will be no refund of the administration fee if license is not approved:

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

I authorize a copy of this application be used in the occurrence of an extension or renewal of this license by my current employer as listed on this application.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

If there is a No Soliciting Sign/Sticker on the dwelling, I will not knock upon the resident's door.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

I hereby testify that the above information is correct, valid and truthful and that I understand the information provided.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Received by:\_\_\_\_\_

Date Received:\_\_\_\_\_

Issued by:\_\_\_\_\_

Date Issued:\_\_\_\_\_

State Highway Patrol Check:

Reviewed and Approved by Wentzville Police Department

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

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

**Amended Bill No. 4844, an Ordinance Amending Sections 610.030, 610.050, 610.070, 610.100 and 610.110 of Chapter 610 of the Municipal Code of the City of Wentzville, Missouri Pertaining to Solicitor Licenses**

**WHEREAS**, the City of Wentzville, Missouri (the "City"), has established regulations for solicitors, including, without limitation, requirements for applications for licenses and solicitor license fees within Chapter 610 of the Municipal Code of the City (the "Code"); and

**WHEREAS**, the Board of Aldermen finds it is in the best interest of the City to amend Sections 610.030, 610.050, 610.070, 610.100 and 610.110 of the Code.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI, AS FOLLOWS:**

**Section 1:** Section 610.030 of the Municipal Code is hereby repealed in its entirety and a new section 610.030 addressing application for license; filing fee is adopted to read as follows:

**Sec. 610.030. Application for license; filing fee.**

(a) Prior to engaging in solicitation or peddling activities (hereinafter "soliciting") within the city, each person who will engage in those activities within the city, must have submitted an application and administration fee to, and have been issued a valid license by the city. An applicant for a solicitor's license must file with the city clerk a sworn application in writing and in duplicate on a form to be furnished by the city clerk, which shall give the following information:

- (1) The name and description of the applicant;
- (2) The permanent home address and telephone number and full local address and telephone number of the applicant;
- (3) A brief description of the nature of the business and the goods sold, and a copy of any sales pitch;
- (4) If employed, the name and address of the employer, with credentials establishing the exact relationship;
- (5) The length of time for which the right to do business is desired;
- (6) The place where the goods or property proposed to be sold or orders taken for the sale thereof are manufactured or produced, where such goods or products are located at the time such application is filed, and the proposed method of delivery;
- (7) A photograph of the applicant taken within sixty (60) days immediately prior to the date of filing the application, showing the head and shoulders of the applicant in a clear and distinguishing manner; no hats; scarfs or sunglasses shall be worn; background of picture must be a plain background;

- (8) A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefore. Also, whether the applicant has ever had a charter, registration permit or license denied, suspended, revoked or enjoined by any court or governmental authority;
- (9) A copy of the state sales tax license or a state registration certificate must be provided;
- (10) A state highway patrol check must be provided from the state of the applicant's permanent residence issued not more than six months prior to the date of application;
- (11) The year, make, and model of the vehicle that will be used and names of people who will be riding in the vehicles; and
- (12) Such other information as the city may require.
- (b) At the time of filing the application, an administration fee of thirty-five dollars (\$ 35.00) shall be paid to the city clerk to cover the cost of processing the application for a solicitor's license.
- (c) Upon submission of a completed application form and payment of both the administration fee and the license fee, unless the city clerk determines the application is incomplete or the information provided identifies a health, safety or general welfare basis to deny the issuance of a solicitor's license, the city clerk shall issue a solicitor's license to the applicant.
- (d) Only one company shall be permitted to solicit within the City at any given time. No more than 10 employees of company shall solicit at one time. Each company is limited to a solicitation period of no more than two consecutive weeks (12 days; excludes Sundays) and cannot apply for a license more than 3 times in a 6-month period. Upon completion of this period, the company must reapply and shall not be eligible to solicit again until at least two weeks have passed. A new application fee of \$35.00 must be paid.
- (e) Processing applications will take 3-5 business days.
- (f) Because only one company shall be permitted to solicit within the City at any given time, in the event two or more companies apply to solicit in the City on the same days, the company that applied first will be issued a license for such dates and the other company or companies will be provided dates by the City to engage in soliciting in the order in which their applications were received by the City. No company will be issued a second or third license to solicit within a six-month period when there are other companies that have applied for solicitors' licenses, but have not yet had their licenses issued.

**Section 2:** Section 610.050 of the Municipal Code is hereby repealed in its entirety and a new section 610.050 addressing unlawful practices is adopted to read as follows:

**Sec. 610.050. Unlawful practices.**

The following acts and practices are hereby declared unlawful as applied to the planning, conduct or execution of any solicitation by a solicitor or canvasser:

- (1) Operating in violation of, or failing to comply with, any of the requirements of this chapter.
- (2) Utilizing any unfair or deceptive acts or practices. In deciding whether an act or practice is unfair or deceptive within the meaning of the subsection, definitions, standards and interpretations relating thereto under RSMo ch. 407 shall apply.
- (3) Misrepresenting or misleading anyone in any manner to believe that any other person sponsors, endorses or approves such solicitation when such other person has not given consent in writing to the use of his name for these purposes.
- (4) Utilizing or exploiting the fact of registration or licensing so as to lead any person to believe that such registration or licensing in any manner constitutes an endorsement or approval by the city.
- (5) Refusing or failing to leave any building, any enclosed or improved real estate, lot, parcel of ground or any other private property in the city when requested to leave by the owner or occupant.
- (6) Soliciting at a residence, business or neighborhood where a "No Soliciting" sign is posted.

**Section 3:** Section 610.070 of the Municipal Code is hereby repealed in its entirety and a new section 610.070 addressing badge and company apparel is adopted to read as follows:

**Sec. 610.070. Badge and Company Apparel.**

In addition to the solicitor's license, the city clerk shall issue to each solicitor at the time of delivery of the solicitor's license as required by this chapter a badge which shall contain the words "licensed solicitor," the period for which the license is issued and the number of the license in letters and figures easily discernible from a distance of ten feet. Such badge shall, during the time such solicitor is engaged in soliciting or peddling, be worn constantly by the solicitor on the front of his outer garment in such a way as to be conspicuous. All solicitors must wear clearly visible company-branded apparel, such as a shirt, hat or jacket to ensure easy identification by residents.

**Section 4:** Section 610.100 of the Municipal Code is hereby repealed in its entirety and a new section 610.100 addressing suspension, revocation of license is adopted to read as follows:

**Sec. 610.100. Suspension, revocation of license.**

- (a) The license of any solicitor issued under this chapter who makes a false statement or misrepresentation in an application for license, or who otherwise violates any provision of this chapter, or who conducts the business of soliciting in an unlawful manner or in such manner as to constitute a menace to the health, safety or general welfare of the public, may be temporarily suspended or revoked by the chief of police for a period not to exceed thirty days, no refunds will be given.
- (b) In the event of such temporary suspension or revocation, a notice of temporary suspension or revocation shall be mailed to the solicitor and his employer at their respective last known addresses, certified mail return requested. Said notice of suspension or revocation shall also provide a notice of hearing before the city administrator setting forth specifically the grounds of the complaint and the time and place of the hearing. Said notice shall be mailed to the solicitor and his employer at least five days prior to the hearing.
- (c) After notice and hearing, the city administrator may issue an order permanently suspending or revoking the license. Said order shall be mailed, postage prepaid, to the solicitor and his employer at their respective last known addresses.
- (d) No soliciting shall occur by the solicitor during the period of suspension or revocation or before the completion of such hearing before the city administrator.
- (e) Upon the chief of police or city administrator determining that two violations of this chapter have occurred by one or more solicitors who are soliciting for the same business/employer within a 12-month period, the city clerk shall provide written notice to such business/employer that the business/employer shall be barred from having any employees or other representatives engage in soliciting activities in the city for a period of three (3) months, no refunds will be given. Upon the chief of police or city administrator determining that three violations of this chapter have occurred by one or more solicitors who are soliciting for the same business/employer within a 12-month period, the city clerk shall provide written notice to such business/employer that the business/employer shall be barred from having any employees or other representatives engage in soliciting activities in the city for a period of six (6) months, no refunds will be given. Upon the chief of police or city administrator determining that four or more violations of this chapter have occurred by one or more solicitors who are soliciting for the same business/employer within a 12-month period, the city clerk shall provide written notice to such business/employer that the business/employer shall be barred from having any employees or other representatives engage in soliciting activities in the city for a period of one (1) year, no refunds will be given.

**Section 5:** Section 610.110 of the Municipal Code is hereby repealed in its entirety and a new section 610.110 addressing hours of operation is adopted to read as follows:

**Sec. 610.110. Hours of operation.**

All persons, firms, corporations or other entities engaging in solicitation or transient merchant activities shall be permitted to conduct such activities within the city only between the hours of 10:00 a.m. and 1 hour before sunset, Monday through Saturday. Solicitation is prohibited on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day,




Thanksgiving Day, and Christmas Day.

**Section 6:** The portions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance shall be deemed valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the governing body of the City has enacted the valid portions without the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent. All prior resolutions or ordinances in conflict herewith shall be and are hereby repealed.

**Section 7:** This Ordinance shall be in full force and effect from and after its passage by the Board of Alderman and approval by the Mayor.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI THIS 22 DAY OF October, 2025.

  
Mayor, Nickolas Guccione

Attest:

  
City Clerk, Kathryn Bowman

APPROVED BY THE MAYOR OF THE CITY OF WENTZVILLE, MISSOURI THIS 22 DAY OF October, 2025.

  
Mayor, Nickolas Guccione

Attest:

  
City Clerk, Kathryn Bowman

Approved as to Form:

  
Attorney

