



## **PEDDLER, SOLICITOR & PROFESSIONAL FUNDRAISER APPLICATION**

To obtain a Peddler license to sell or register as a Solicitor/Professional Fundraiser within the City of Otsego, each applicant must submit the following information to City Hall at the time of application:

- Peddler/Solicitor/Professional Fundraiser Application Form.
- Photo Identification for each Application. Examples are a driver's license, state issued identification card, passport.
- License Fee in the amount of \$100.00 per peddler. To be paid at the time of application.

Upon receipt of the completed application and payment of the license fee, the City Clerk or designee shall determine if the application is complete and order any background checks to verify the information provided within the application. The approval process may take up to 10 business days from the date that all the above required items are received at City Hall. Failure to submit all of the required documentation will delay the processing of the permit application.

Applicants will be notified of the approval or denial of the application.

- If APPROVED, Each person is required to carry the approved license/registration with them at all times. The license will be valid for a period up to one calendar year from the date of issuance.
- If DENIED, the applicant will not be allowed to sell/solicit in the City of Otsego.

A copy of the license application form is attached. If you have any further questions, please contact the City Clerk at (763) 441-4414 or by email at [slindenfelser@otsegomn.gov](mailto:slindenfelser@otsegomn.gov). Submit all information to: City of Otsego, 13400 90<sup>th</sup> Street NE, Otsego, MN 55330

### **Each applicant for a Peddler License or Solicitor/Professional Fundraiser Registration must:**

- Submit the application in person.
- Applicant's signature & background authorization box checked on page #2.
- Application must include proof of Certificate of Compliance for MN Worker's Compensation Law & Notification for License Involving Private or Confidential Information (Tennessean Warning) form.
- Provide copy of Government Issued Photo ID such as a license or passport.
- Peddler License Fee: \$100/per applicant/per year.
- Solicitor/Professional Fundraiser registration application (no fee required).
- Fees are not pro-rated or refundable.



# License Application/Registration For Peddlers, Solicitors & Professional Fundraisers

The Minnesota Data Practices Act requires that we inform you of your rights about private data we are requesting on this form. Private data is available to you, but not the public. We are requesting this data to determine your eligibility for issuance of a license or to register as a solicitor in the City of Otsego are not legally required to provide the data, however, refusing to provide the data may not cause your application to not be processed.

## Applicant Information:

MR. MS. \_\_\_\_\_  
(Circle one)                      \*First Name                      \*Middle Name                      \*Last Name

\_\_\_\_\_ \*Permanent Home Address (Street, City, State, Zip)                      \*Permanent Home Phone #

\_\_\_\_\_ \*Local Address (where you will reside while conducting business in city)                      \*Local Phone #

\_\_\_\_\_ \*Email Address                      \*Social Security Number (Peddler Only)

\_\_\_\_\_ \*Driver's License Number                      \*State Issued                      \*Date of Birth

\_\_\_\_\_ Weight (lbs.)                      Height (feet/inches)                      Eye Color                      Hair Color

## Business Information:

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

State Sales Tax Number, Federal Tax ID Number: \_\_\_\_\_

Supervisor's Info: \_\_\_\_\_  
Name & Telephone # (Must be available during hours of activity)

## Vehicle Information:

Vehicle Information (for any vehicles used in connection with the activity):

\_\_\_\_\_ Make                      Model                      Color                      Year                      License Plate #

\_\_\_\_\_ Make                      Model                      Color                      Year                      License Plate #

(Continued on back side)

**Business Information:**

Description of business and products to be sold: \_\_\_\_\_

Where is the local point of distribution (address): \_\_\_\_\_

Will you have the merchandise in your possession when going door to door?                      Yes                      No

**Additional Information:**

Dates you are applying for the license: \_\_\_\_\_

**Please Note: No soliciting between the hours of 9:00 pm and 8:00 am or anytime on Sundays per City Code.**

List the three most recent locations where you have conducted business as a peddler or solicitor:

Have you been convicted within the last 5 years of any felony, gross misdemeanor, misdemeanor or petty mis-demeanor for a violation of any state or federal statute or any local ordinance, other than a petty misdemeanor traffic violation? Explain below the offense you were charged with, the location (City, County, State), what you were convicted of, the sentencing you received (fine, probation, parole, etc.) and the current status of your sen-tencing.

**I authorize the City of Otsego to complete a background check for the purpose of processing my license or registration application request**

**I agree to operate such business in accordance with the laws of Minnesota and the Codes of the City of Otsego. These statements are true, correct, and are made with the knowledge that this information may be public. False disclosures are subject to perjury proceedings and forfeiture of the license application.**

**Applicant's Signature**

**Date**

**Submittal Checklist:**

- Application filled out (signature and background authorization checked on page 2).
- Copy of driver's license or valid government issued photo identification.
- Application must include proof of Certificate of Compliance for MN Worker's Compensation Law & Notification for License Involving Private or Confidential Information (Tennessean Warning) form.
- Application must be submitted in person.  
Peddler application only: \$100 fee, payable to "City of Otsego"
- Solicitor/Professional Fundraiser Registration Fee: \$0/per applicant/must complete registration every calendar year.

**Office Use Only:**

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

Date Sent for Background Check: \_\_\_\_\_

Date Approved or Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



13400 90th Street NE  
Otsego, MN 55330  
Phone: 763-441-4414  
[www.otsego.mn.gov](http://www.otsego.mn.gov)

## **Notification for License/Registration Involving Private or Confidential Information (Includes Tennessean Warning)**

In connection with your request for a license the City of Otsego has asked that you provide information about yourself which is classified as either private, confidential, nonpublic or protected nonpublic under the Minnesota Government Data Practices Act (M.S.A. 13.04). This means that this is data not ordinarily available to the general public. Accordingly, the city is required to inform you of the following:

1. The purpose and intended use of the information requested is: To determine if you are eligible for a license/registration from the City of Otsego.
2. You are not legally obligated to supply the requested information
3. The known consequences of supplying the requested information are that the information of further investigation could disclose information, which could cause your application to be denied.
4. The known consequences of refusing to supply the requested information are that your request for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license or permit within the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as ground for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.
8. During the application process, your name and address may be released to the public. If the license is granted, all the data supplied will be available for inspection by the public.

**The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice and has received a copy of this notice.**

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Signature of Applicant

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Date



13400 90th Street NE  
Otsego, MN 55330  
Phone: 763-441-4414  
www.otsegomn.gov

## CERTIFICATE OF COMPLIANCE MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. The information will be collected by the licensing agency and retained in their files.

The information is required by law and licenses and permits to operate a business may not be issued or renewed if it is not provided and /or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name: \_\_\_\_\_  
(NOT the insurance agent)

Policy Number: \_\_\_\_\_

Dates of Coverage: \_\_\_\_\_ to \_\_\_\_\_

(or)

I am not required to have workers' compensation liability coverage because:

- ( ) I have no employees
- ( ) I am self-insured (include permit to self-insure)
- ( ) I have no employees who are covered by the workers' compensation law (these include: spouse, parents, children and certain farm employees)

\*\*\*\*\*

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Name: \_\_\_\_\_  
(last, first, middle)

Doing Business As: \_\_\_\_\_  
(Business name if different than your name)

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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



## BACKGROUND CHECK INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

You will receive an email from RHR or Trusted Employees. There will be a letter attached explaining what you need to fill out. **You must have at least seven years of address information filled out on the form.** Once this is complete the background check will be run. There is a section on the form that you can check to have a copy of the report sent to you if you would like.

*I have received, read, and understand: The Disclosure of Background Investigation; The federal governmental notice entitled, "A Summary of Your Rights Under the Fair Credit Reporting Act"; The document entitled "Additional State Law Notices"*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

### OFFICE USE ONLY

**APPROVED**

**REFERRED TO ADMINISTRATOR**

\_\_\_\_\_  
**Sabrina Hille, Human Resources/Assistant City Administrator**

\_\_\_\_\_  
**Date**

## DISCLOSURE OF BACKGROUND INVESTIGATION

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, discipline, or other employment purposes, City of Otsego (“the Company”) may request,

obtain, and rely upon one or more consumer reports or investigative consumer reports about you from a consumer reporting agency.

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, credit history information, criminal history information, driving records, verifications of your employment and/or education history; and other types of background information.
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested. The most common form of investigative consumer report is an inquiry into your employment and/or education history.

Under the Fair Credit Reporting Act, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, it must have your written authorization. If the Company later considers adverse action based, in whole or in part, on information in a report on you, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and an additional summary of your rights under the FCRA.

Consumer and/or investigative consumer report(s) about you will be obtained from the following consumer reporting agency:

**Trusted Employees, 7900 W 78th Street, Edina, MN 55439, (888) 389-4023.**

**Trusted Employees’ information and privacy policy can be found at [www.trustedemployees.com](http://www.trustedemployees.com).**

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

## ADDITIONAL STATE LAW NOTICES

**Notice to individuals who reside in Massachusetts, work in Massachusetts, or are applying to work in Massachusetts:** You have the right to know whether the Company requested an investigative report about you and, upon written request to the Company, to receive a copy of any such report. You also have the right to ask the consumer reporting agency (i.e., Trusted Employees) for a copy of any such report.

**Notice to individuals who reside in New Jersey, work in New Jersey, or are applying to work in New Jersey:** You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency (i.e., Trusted Employees)

**Notice to individuals who reside in New York, work in New York, or are applying to work in New York:** You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency (i.e., Trusted Employees) directly. You are also receiving a copy of Article 23-A of the New York Correction Law.

**Notice to individuals who reside in Oregon, work in Oregon, or are applying to work in Oregon:** Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that Employer has not maintained secured records is available to you upon request.

**Notice to individuals who reside in Washington State, work in Washington State, or are applying to work in Washington State:** Under the Washington Fair Credit Reporting Act, you have the right to ask Trusted Employees for a written summary of your rights. If you submit a request to the Company in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the investigative consumer report the Company ordered, if any.

**Notice to individuals who reside in Minnesota, work in Minnesota, or are applying to work in Minnesota:** You have the right, upon written request to Trusted Employees, to receive a complete and accurate disclosure of the nature and scope of any consumer report. Trusted Employees must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later.