



**CODE ENFORCEMENT OFFICE**

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014  
TELEPHONE: (408) 777-3182 • FAX: (408) 868-6641  
[code@cupertino.org](mailto:code@cupertino.org)

**Solicitor Permit Application Instructions**

The following instructions explain the process of obtaining a solicitor permit. Please read carefully.

1. Complete the solicitor permit application.
2. Schedule an appointment with code enforcement staff to submit the completed permit application. A digital photograph of the applicant will be taken during the appointment and used for the permit identification card.
3. After review of the solicitor application by Code Enforcement staff, payment for the permit application fee is due. The business license fee (if applicable) is due upon approval of the permit.
4. Schedule an appointment to be fingerprinted with an approved Livescan vendor. Upon completion of fingerprinting, the application may take up to thirty days to be processed.
5. After a successful background investigation has been completed and all fees have been paid, the permit will be issued to the applicant. Once the permit has been issued, solicitation may begin.

**Solicitor permit fee schedule**

Solicitor permit:	\$ 247.15
Business license:	<u>\$ 133.00</u>
Total:	\$ 380.15
Annual permit renewal:	\$ 62.00

**Not for profit solicitors**

No fee will be assessed if current documentation from the IRS or State Franchise Tax Board supports the claim of not for profit status. All applicants should obtain a tax-exempt Cupertino business license.

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**Solicitor Permit Application**

***Business Information***

Business Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Owner/Manager \_\_\_\_\_

Type of Business: For profit \_\_\_\_\_ Do you have a Cupertino business license? \_\_\_\_\_

If yes, please provide license number \_\_\_\_\_ expiration date \_\_\_\_\_

Not for profit \_\_\_\_\_ (please attach a copy of your IRS statement)

***Applicant Information***

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

Home address \_\_\_\_\_  
Last, First Middle City Zip Code

Mailing address \_\_\_\_\_ City Zip Code \_\_\_\_\_

Home telephone ( ) \_\_\_\_\_ Business telephone ( ) \_\_\_\_\_

Social security number \_\_\_\_\_ Date of birth \_\_\_\_\_

Drivers license number \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_

Sex \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair color \_\_\_\_\_ Eye color \_\_\_\_\_

Relationship of permit applicant to business \_\_\_\_\_

**Vehicle Information**

Registered owner of vehicle _____			
Last	First	Middle	
License Plate Number _____	State _____	Registration expiration _____	
Address _____	City _____	Zip Code _____	
Vehicle year _____	Make _____	Model _____	Color _____

1. Describe the exact nature of the business or program being solicited. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Provide a description of the goods sold and or services provided. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. List any other cities where the applicant or business has held a valid solicitor or peddler permit. Please include the dates the permit was held. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Please provide the dates and times of when the soliciting will be conducted. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. As the applicant, have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_  
If you answered yes, please provide the following:

- The nature of the offense/s \_\_\_\_\_
- The location (city and state) of the conviction/s \_\_\_\_\_
- Any fine/s and/ or any time served \_\_\_\_\_
- Any other comments \_\_\_\_\_

***Statement of Truth***

I declare under penalty of perjury that the foregoing information is correct to the best of my knowledge:

Print Name \_\_\_\_\_ Title \_\_\_\_\_

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

Office use only	
Valid identification of applicant checked	Yes _____
Digital Photograph taken of the applicant	Yes _____
Fingerprint clearance received	Yes _____
Copy of the ordinance provided to applicant	Yes _____
City Manager approval	Yes _____
Business license fees paid	Yes _____
Permit fees paid	Yes _____
Solicitor Permit Number _____	Expiration Date _____
Issuing Code Enforcement Officer _____	Date _____
City Manager Approval _____	Date _____



## CODE ENFORCEMENT OFFICE

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## Fingerprinting Services

All fingerprinting services are conducted using the LIVESCAN system and are coordinated through the Santa Clara County Sheriff's Department. The following are Sheriff's Department locations that are available to serve you:

Headquarters Main Office  
55 West Younger Avenue  
San Jose, CA 95110  
(408) 808-4760

**West Valley Substation**  
**1601 S. De Anza Blvd.**  
**Cupertino, CA 95014**  
**(408) 868-6614**

South County Substation  
12431 Monterey Road  
San Martin, CA 95046  
(408) 686-3651