



"In the Spirit of Town Government"

TOWN OF BUCHANAN
N178 COUNTY RD N, APPLETON, WI 54915
Phone: (920) 734-8599 Fax: (920) 734-9733

SELLERS AND SOLICITORS LICENSE REGISTRATION FORM
(Form must be submitted for each employee to be covered by a permit)

The Code of the Town of Buchanan, Chapter 263, states that it shall be unlawful for any direct sales or solicitations within the Town of Buchanan without being registered and licensed for that purpose.

Personal Information

Name: _____ Phone: _____ Age: _____

Permanent Address (place where applicant can be contacted at least 7 days after leaving town):

Temporary Address (if applicable): _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Identify any convictions of any crime or ordinance violation related to sales or solicitations within the last 5 years, detail nature of offense and place of conviction:

Employer, Firm, Association or Corporation Information

Name: _____ Phone: _____

Address: _____

Sales or Solicitations Temporary Location Information (if any)

Address: _____ Phone: _____

Specific Sales or Solicitation Information

Describe nature of sales or solicitations and description of goods and/or services offered:

Identify last 3 cities, villages and towns where similar sales or solicitations were conducted:

Method of delivery of goods: _____

Vehicle(s) used by employee(s) during sales or solicitation:

(Make) (Model) (Year) (Color) (License Plate No.) (State)

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Dates sales/solicitations will be made: ____/____/____ through ____/____/____
(Mo) (Day) (Yr) (Mo) (Day) (Yr)

The following information shall be presented by the Applicant to the Town Administrator/Clerk for examination upon submittal of this completed form:

- Drivers license or some other acceptable photo identification
- Social Security Card
- A state certificate of examination and approval from the sealer of weights and measures where applicant's business requires use of weighing and measuring devices approved by state authorities
- A state health officer's certificate where applicant's business involves handling of food or clothing and is required to be certified under state law
- Application Fee

*****FOR OFFICE USE ONLY*****

- Code of the Town of Buchanan, Chapter 263, provided to Applicant: YES NO
- Applicant provided required forms of ID and state certificates: YES NO
- Form submitted for each employee to be covered by permit: YES NO
- Required Application Fee Collected: YES NO

Approval Process Steps

- 1) Registration Form provided to Sheriff's Department for investigation:
 YES NO Date: _____
- 2) Registration Form, Sheriff's information (when completed) provided to Administrator/Clerk:
 YES NO Date: _____

APPLICATION HAS BEEN: _____ APPROVED _____ DENIED Date: _____

Reason for Denial: _____

Required Daily Fee Collected/Surety Bond Provided (if required): YES NO Date: _____

License Given to Applicant: YES NO Date: _____