



**Solicitor Types:**

1. **W2 employee solicitors:** the business itself is required to have a current/active Murrieta business license. This solicitor is required provide a letter from the business stating he/she is a W2 employee, complete an online application and solicitor information form - to be attached to the online application. An additional business license is not required.
2. **Independent Contractor 1099 solicitors:** this solicitor is required to complete a solicitor information form and 2 online applications; one (1) for a solicitor license – solicitor information form to be attached to the online application and (2) for a business license.

**Process:**

- Complete an online application for a solicitor license and attach completed solicitor information form and an additional online application (if applicable) for a business license.
- Pay all fees online or in-person when receive fees due notice. Payment types accepted: Cash, Check, VISA, MASTERCARD, or DISCOVER.
- After completing the online application(s) and paying all fees, the solicitor will pick-up a solicitor packet that includes a background investigation application, solicitor ordinance, instructions, and business card of a P.D. Police Department administrator contact.
- Read instructions, complete all required forms provided in the packet, and contact the P.D. administrator to make an appointment for the background check interview.
- When the background check interview is complete, the solicitor will be notified of the results in roughly 2-3 weeks via email or by phone.
- If/when the background check is approved, the P.D. administrator contact will notify business license and approve the application. Business license will then contact the solicitor and instruct them to make an appointment with our Human Resources department to have a photo taken for a solicitor photo ID identification card.
- After a photo has been taken, our HR department will make a solicitor photo ID card and forward to business license.
- When business license receives the photo ID card, the solicitor and business license (if applicable) will be released and mailed to the solicitor with the solicitor photo ID card.

**Fees:**

Solicitor License	\$54.00 (includes \$4 State fee)	Annual fee	W2 employee & 1099 Independent
Solicitor Photo ID	\$15.00	Annual fee	W2 employee & 1099 Independent
Background/LiveScan	\$239.00	One-time fee	W2 employee & 1099 Independent
Business License	\$79.00 (includes \$4 State fee)	Annual fee	Independent

**Note:** Category I License fees are based on gross annual income \$0-\$500,000 =\$79.00 etc. see fee schedule for more details.

- Total start fees for W2 employee =\$308.00
- Total start fees for a 1099 independent contractor =\$387.00



# CITY OF MURRIETA

## SOLICITOR LICENSE INFORMATION FORM

### GENERAL INFORMATION

Corporate Name: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

Business Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
(No PO Box)

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
(No PO Box)

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Describe Goods or Services Offered: \_\_\_\_\_

### APPLICANT GENERAL INFORMATION

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_  
(No PO Box)

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Drivers Lic. #: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Independent Contractor 1099 or Employee W2? \_\_\_\_\_  
(W2 Employees must provide a letter from employer confirming employment)

### APPLICANT PHYSICAL DESCRIPTION

Male/Female: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Distinguishing Marks/Tattoos  Yes  No If yes, please describe: \_\_\_\_\_

### APPLICANT HISTORICAL RECORD (If applicable, please attach additional page with explanations)

Have you ever had a solicitation license revoked?  Yes  No

If yes, briefly explain: \_\_\_\_\_

Have you ever had a solicitation license application denied?  Yes  No

If yes, briefly explain: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes  No

If yes, briefly explain: \_\_\_\_\_

I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE ABOVE ON THE FORGOING APPLICATION IS IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT KNOWINGLY MAKING FALSE AND MISLEADING STATEMENTS CAN RESULT IN THE DENIAL OR REVOCATION OF MY LICENSE AND ID CARD. \_\_\_\_\_

Initials

In order to be issued a valid solicitor license and ID card, you will need to be fingerprinted and have a background investigation completed by our Murrieta PD. You will also need to have a photograph taken for a solicitor identification card. There is a fee for each of these requirements. Issuance of a solicitor license or identification card does not constitute an endorsement by the City of Murrieta or any of its employees, of the purpose or persons conducting the solicitations.

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