



SOLICITORS/CANVASSERS LICENSE

Ordinance – Chapter 733

Sections 733.01 – 733.12

A solicitors/canvassers license is required for individuals canvassing or soliciting door-to-door within the corporate limits of the City of Sharonville, Ohio. Licenses are valid for a maximum of 90 days. The following outlines the steps necessary to obtain this license and the associated regulations:

Application

The application can be obtained on the City website, www.sharonville.org, or from the Safety-Service Director's office at City Hall, 10900 Reading Road, Sharonville, Ohio.

1. The completed application must be submitted for each individual. No group licenses will be issued. Incomplete applications will be returned to the applicant.
2. Two passport-size color photos are required to be submitted at the time of application; one for the license kept on file and the other for the badge that is to be worn at all times while soliciting. These photos must be of the head and shoulders of the applicant, clear and distinguishable, and taken within sixty days prior to the date of the filing of the application.

Tax Form

1. Along with the completed application, the applicant must submit a completed City of Sharonville Business Registration form that will be forwarded to the City of Sharonville Tax Department.

Fees

1. A \$25, non-refundable fee, payable to the City of Sharonville, is required to begin the application process for each applicant.
2. An additional \$45, non-refundable fee, payable to the City of Sharonville, is required at the time of application to cover the cost of a criminal background assessment including fingerprinting.

Fingerprinting and Background Checks

1. Upon receipt of the \$25 and \$45 fees specified above (\$70 total), the Chief of Police will initiate a criminal background investigation of the applicant, which includes fingerprinting. If the permit is denied as a result of this investigation by the Chief of Police, the applicant will be notified by the Safety-Service Director's office that no license will be issued. Fees are not refundable.

License Issuance

1. If the permit is approved, the Chief of Police will endorse the application and return the endorsed application to the Safety-Service Director's office and the license will be issued.
2. The Safety-Service Director will issue the license and provide solicitor with a badge that identifies the individual as a "Licensed Solicitor". This badge must be worn at all times when soliciting and must be easily visible on the solicitor's outer garment.

Hours of Solicitation Permitted

9 a.m. to 7:00 pm on weekdays, Saturdays and Sundays. No solicitation is permitted on state or national holidays.

