



## Solicitor FAQs

**Who needs to complete a solicitor application?** Any individual who sells goods or services or takes orders for the sale or future delivery of goods or services at any residence in the city must complete an application.

**When do I need to pay the application fee?** The fee must be paid for when submitting the application. Applications will not be processed until the fee is paid.

**How much does it cost to get a solicitor license?** The application fee is \$100.00.

**Do I have to pay for a background check?** A background check is part of the review process and is included in the application fee.

**May the background check my employer conducted be used?** No, the Broomfield Police Department will conduct a separate background check as required under section 5-20-040 of the Broomfield Municipal Code.

**What are the *credentials* needed for the application?** Credentials show the business whom you represent which may be a signed letter on the company letterhead stating your name and that you are employed by the company to solicit business.

**How long is my license/badge valid?** Licenses/badges are valid for 1 year from the date of issuance.

**I have an ID badge from my employer, can I use that instead of the solicitor badge?** No, a licensed solicitor badge from the City and County of Broomfield must be worn at all times while doing business in Broomfield.

**I lost my badge, may I use my co-worker's solicitor badge?** No, each individual who applied for and received a solicitor's badge from the City Clerk's office must use their own badge.

**What hours and days may I work in Broomfield?** Soliciting hours are between 9:00 am and 9:00 pm. and may be done any day of the week, including holidays. See section 5-20-140(B) of the Broomfield Municipal Code.

**Does my badge allow me to solicit at residences with a "No Solicitors" sign?** No, your badge does not allow you to solicit at residences with signs, such as "No Solicitors." Under section 5-20-140(A) of the Broomfield Municipal Code, it is unlawful to solicit at any residence where a sign has been conspicuously displayed at the residence. Do not approach the resident or the property. In addition, solicitors are prohibited from remaining on the property of another person after being requested to leave.