

## City Clerk

130 S. McKinley Avenue  
Fort Lupton, CO 80621

Phone: 720.3466.6101

Fax: 303.857.0351

[www.fortluptonco.gov](http://www.fortluptonco.gov)

### **PROCEDURES FOR APPLICATIONS FOR SOLICITOR'S/PEDDLER'S LICENSE**

#### **APPLICATION PACKET & FEES**

Application and license fees payable to the City of Fort Lupton

\$50 (non refundable) application fee for each sales person.

\$25 City of Fort Lupton Business License for company/individual making application.

A bond will be required in the amount of \$500.00

Fingerprinting fees are done through Identogo or Colorado Fingerprinting (information attached).

If approved, \$50 license fee for each sales person.

#### **PROCEDURES**

##### **THE CITY CLERK'S OFFICE CAN NOT PROCESS AN INCOMPLETE APPLICATION**

Applicant completes and returns completed application(s) to the City Clerk's office with \$50.00 for each application

The company must obtain a City of Fort Lupton Business License – \$25

The company shall supply the City with a bond in the sum of \$500. If there is a change of personnel, amended bonds with the additional names will be accepted.

Finger printing is done through Identogo or Colorado Fingerprinting. See attached handout.

Upon return of favorable information from CBI, the City Clerk will notify applicant of recommendation.

If approved applicant will then need to:

Pay a \$50 license fee for each sales person



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**SOLICITOR/PEDDLERS LICENSE APPLICATION**

**FEE: \$50.00**

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

The undersigned \_\_\_\_\_ Date of Birth: \_\_\_\_\_

S.S. No.: \_\_\_\_\_

of \_\_\_\_\_

(Address of Applicant)

(City)

(State)

(Zip)

\_\_\_\_\_, hereby applies for a  
(Home Phone) (Business Phone)

license to \_\_\_\_\_ (reason for requesting license)

within the corporate limits of the City of Fort Lupton and in support of this application, makes the following representations as to qualifications to receive a license:

1. **Description of nature of the business and the goods to be sold, solicited or delivered:**

\_\_\_\_\_

2. **REFERENCES:** (List three different towns worked in and dates worked)

Previous License (Within last 3 years)

Contact Person

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Name and address of person, firm or corporation for which the applicant is representing** (credentials from the person, firm or corporation for which the applicant is representing must be attached to this application). Attach a letter from company on company letterhead.

4. **Drivers License or picture I.D. No.** \_\_\_\_\_ **State:** \_\_\_\_\_

I hereby authorize the City of Fort Lupton to conduct a complete background/criminal history investigation as to my qualifications to be licensed, and agree to have any person or agency release such information to the City of Fort Lupton. I waive and release any claim for liability against the Cit of Fort Lupton in connection therewith.

I declare under the penalties of perjury that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true and complete.

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

## Fingerprinting for Solicitor and Peddlers Licenses

There is only two companies authorized by the State to do fingerprints for background checks:

### IdentoGO (aka Idemia)

- 844-539-5539 (toll free)
- <https://uenroll.identogo.com/>
- Service Code for solicitor/peddlers licenses is 25YFQB
- The City's CBI account number is CON CJ4102

OR

### Colorado Fingerprinting

- 720-292-2722
- <http://www.coloradofingerprinting.com/>
- Service Code for solicitor/peddlers licenses is 25YFQB
- The City's CBI account number is CON CJ4102

You **MUST** schedule an appointment

- Go online to the website
- Schedule location and time
- Payment is due, at the location, payable by business check, money order, or credit card in the name of the person being fingerprinted
- Fingerprinting at the location – Fingerprints are electronically sent to the State. You should not receive any paper fingerprint cards.
- Background check results will be sent to the City of Fort Lupton (the “requesting agency”)