



Steps to Obtain a Solicitor Business License

1. Read [Residential Solicitation Ordinance Title 3.28](#).
2. A background check from the Bureau of Criminal Investigation is required. This BCI report can be obtained at the Bureau of Criminal Investigation located at 3888 West 5400 South, Taylorsville, Utah. You will be required to present proof of identification. You can visit their website, bci.utah.gov, or call 801-965-4445 for more information.
3. A State Business Entity number is required. You can obtain this by registering your business name either online at [OneStop online Business Registration](#), or in person at the Tax Commission located at 150 East Center #1300, Provo, Utah and obtain an Entity number / DBA (Doing Business As) number. The filing fee depends upon the type of business.
 - Contact Information Phone: 801-374-7070.
4. You may need a Utah State Sales Tax number. This can be done along with your business registration at the [OneStop online Business Registration](#).
 - Contact Information Phone: 801-297-6303
5. Federal Tax ID number is required. Either an EIN (Employer Identification Number) or SSN (Social Security Number). An EIN can be obtained by applying online at <https://www.irs.gov/>. The online form is Form SS-4.
 - Contact Information Phone: 800-829-4933.
6. Submit an electronic form of a photograph with your application (visa-type head shot) for badge.
7. Complete Solicitor Business License Application and submit with payment.

Solicitor Bond (per license) \$100
One Solicitor License Fee \$75
2-4 Solicitor Licenses Fee \$100
5-9 Solicitor Licenses Fee \$150
10+ Solicitor Licenses Fee \$200

Once all the above steps have been completed and the license is approved, an ID badge / license will be issued. The license will need to be renewed 12 months from the date of issuance. A current BCI report will need to be submitted to renew your license.

* Reminder: ID badge shall be worn prominently on your person while soliciting in Payson City.