



Steps to obtain a Solicitor Business license

1. Read [Solicitor ordinance Title 4.5](#).
2. Obtain background check from the Bureau of Criminal Investigation. This report is to be obtained at the Bureau of Criminal Investigation located at 3888 West 5400 South, Taylorsville, Utah. They will charge a fee. You will be required to present your driver's license with the filing of your paperwork. The background check is approximately 30 minutes. You can visit their website at www.bci.utah.gov.

Contact Information Phone: 801-965-4445

3. Obtain and provide a copy of the business entity number, State Tax and Federal Tax numbers. All businesses require a business entity number.
 - a. Register your business name at the Tax Commission located at 150 East Center #1300, Provo, Utah and obtain an Entity # / DBA (Doing Business As) #. The filing fee depends upon the type of business. You can either file the required information in person at the Provo office or electronically by visiting their website at www.commerce.state.ut.us.

Contact Information Phone: 801-374-7070

- b. Register with the Utah State Tax Commission to obtain a Utah State Special Event Sales Tax Number. Contact Information Phone: 801-297-6303
 - c. Register with the IRS (Internal Revenue Service) to obtain a Federal Tax #. This number is also referred to as an EIN (Employee Identification Number). This can take place by visiting their website at www.irs.gov. Click on the titles in the following order: Businesses, Employee ID numbers, How to apply for an EIN, and then apply by EIN online. The online form is Form SS-4.

Contact Information Phone: 800-829-4933

4. Bring an electronic form of a photograph (2 visa-type head shots) for badge. You can take them with your camera and email them when you turn in your application.
5. Complete and submit application with payment.

One Solicitor License Fee \$75
2-4 Solicitor Licenses Fee \$100
5-9 Solicitor Licenses Fee \$150
10+ Solicitor Licenses Fee \$200

Once all of the above steps have been completed and the license is approved an ID badge 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 renewed every 12 months in order to renew the license.

*** Reminder: ID badge shall be worn prominently on his or her persons while soliciting in the City. ***