



**DOOR-TO-DOOR SOLICITATION REGISTRATION APPLICATION**

AS REQUIRED UDER KLAMATH FALLS CITY CODE SECTIONS 7.770 – 7.779

APPLICATION MUST BE SUBMITTED AT LEAST 20 DAYS IN ADVANCE

*AN APPROVED CITY OF KLAMATH FALLS BUSINESS LICENSE IS ALSO REQUIRED*

Legal Name of Organization (Attach a copy of State of Oregon Registration)					
Business Address					
Phone Number	Fax Number	Email			
Local Contact (Name, phone number and address of individual who will be in the area during all periods of solicitation)					
Name and address of organization representative designated to receive notice from the City					
Names, addresses and phone numbers of all organization owners, officers and directors (Use additional sheet if needed)					
Describe the nature of the residential door-to-door solicitation or sales proposed					
Specific dates and times during which door-to-door solicitations are to be carried on <i>(Only permitted between the hours of 10:00 am and 7:00 pm, Mondays through Saturdays )</i> Example: August 2-5, 8-123 and 15-19 from 10 am to 7:00 pm					
Specific areas of the City to be covered					
Names, phone numbers and addresses of all persons who will be going door-to-door (Use additional sheet if needed) <i>(Provide a copy of a government issued photo identification for each individual)</i>					
<p><b>I understand that I may not solicit within the City of Klamath Falls without obtaining and maintaining a City of Klamath Falls business license and keeping current the information provided on this form. I also understand that I must comply with all federal, state and city laws.</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 40%; height: 40px; vertical-align: top;">Printed Name of Organization Owner</td> <td style="width: 30%; height: 40px; vertical-align: top;">Signature of Organization Owner</td> <td style="width: 30%; height: 40px; vertical-align: top;">Date</td> </tr> </table>			Printed Name of Organization Owner	Signature of Organization Owner	Date
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**FOR OFFICE USE ONLY**

**Administrative Assistant:**

Check to ensure the company is registered with the State of Oregon.

Check the Better Business Bureau and the Oregon Department of Justice for complaints filed.

Provide a copy of the completed door-to-door solicitation registration application, business license application, State of Oregon Registration, and Better Business Bureau and Oregon Department of Justice reports (if any) to the City Police Department and the County Sheriff Department for review and approval/disapproval recommendation.

After receiving input from the City Police Department and the County Sheriff Department, forward all documents to the City Planning Division for approval/disapproval.

**City Police Department**

Recommend approval       Recommend disapproval       Need additional information

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

If additional information is required please specify. If disapproval is recommended, please state reason.

**County Sheriff Department**

Recommend approval       Recommend disapproval       Need additional information

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

If additional information is required please specify. If disapproval is recommended, please state reason.

**City Planning Division**

Approved       Denied

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

If application is denied, please state reason.