

CITY OF MOUNT CLEMENS
One Crocker Boulevard
Mount Clemens, Michigan 48043
(586) 469-6818

REQUIREMENTS FOR DOOR-TO-DOOR SOLICITATION
Transient Merchant Ordinance #20.300

1. Complete the enclosed application and sign.
2. Provide a copy of Federal Tax ID.
3. If business is Non-Profit, provide documentation of Non-Profit status including Non-Profit No. (IRS 501 (c)(3))
4. A list of names of all those soliciting along with a copy of each person's driver's license MUST be submitted with the application prior to approval.
5. A 2x2 photograph of all those soliciting that shows the head and shoulders of the applicant(s) in a clear and distinguishing manner.
6. Provide criminal history background check. Criminal history can be obtained through the Michigan State Police web site (look for ICHAT). Applicants are responsible for any required fees through ICHAT.
7. A Transient Merchant License may be obtained for a period of up to 1 month (30 days), but no more than twice in one calendar year.
8. Fees for a Transient Merchant License for the purpose of soliciting are:

**\$100.00 per company, per month, +
\$ 5.00 per employee/solicitor**
9. Each solicitor will be issued a badge that MUST be worn while soliciting in the City of Mount Clemens.
10. Make checks payable to "City of Mount Clemens".

If you have any questions, please call the City Clerk's Office at 586-469-6818.