Finance Department; Tax and License Division

Itinerant Merchant (door-to-door) License Instructions and Application Checklist

1) An Itinerant Merchant license application must be completely filled out and signed, including: i) applicant business name, ii) legal name, home address, and birth date of all owners, officers, managers and members, and iii) local address and local phone numbers. The application will be routed to Sales Tax to review business license status and for tax remittance history and Boulder Police Department to conduct background check research on all submitted persons who will go door to door.

2) The applicant must submit a list of all persons (legal name, home address and date of birth) and copies of valid state issued identification cards (driver's licenses preferred) for all employees and owners working in the City of Boulder.

3) A sales tax deposit in the amount of $500 (cash or certified funds only) must be submitted. For questions, contact Sales Tax at 303-441-3050.

4) A license fee of $56.00 and $7.00 per person for background checks must accompany the completed application.

5) The applicant must provide proof of applying for/obtaining a city sales tax license.

6) An application must be received at least two weeks prior to beginning sales. A late fee of $200.00 will be charged for all applications that are submitted after the deadline.

7) Both a Itinerant License copy (which will list approved employee's names) and their submitted picture ID must be held by each employee conducting door to door sales under the approved business' Itinerant Merchant license and both the License copy and picture ID must be available for enforcement officer's review if requested.

For more information please call 303-441-4192 or email: licensing@bouldercolorado.gov .

City of Boulder
Finance Department · Licensing Division
1777 Broadway, Boulder, Colorado 80302 · 303 441-4192

ITINERANT MERCHANT LICENSE APPLICATION / RENEWAL FORM

Please make checks payable to: City of Boulder
Send complete application, fee and any supporting documents as follows:
Drop off: **Licensing Division, 1777 Broadway, Boulder, CO 80302** or
Mail to: **City of Boulder, Licensing Division, PO Box 791, Boulder, CO 80306**

You must apply for a license at least 2 weeks prior to beginning door-to-door sales.
You may not begin business in the City of Boulder until you have your itinerant merchant and sales tax licenses in your possession. ***Please renew your itinerant merchant license at least 2 weeks before your expiration date.*** Renewed licenses will be sent to your mailing address or emailed to your email address – please ensure that we have the correct information. Late applications are not accepted. If using this form for a new license, you must complete all fields. If using as a renewal, please complete all information and note if the information has changed since last year.

2016 application/renewal fee: $56.00 + $7 per person for background check

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☐ **New** ☐ **Renewal**

Expiration date (if a renewal): _____

Email address: _____

Business/Applicant: _____ **Business phone** _____

Business mailing address: _____

Physical address, if different: _____ **Alternate phone:** _____

Trade name (DBA): _____ **Cell phone:** _____

Business type: ☐ **Individual** ☐ **Partnership** ☐ **Corporation** ☐ **LLC**

For new applications and renewals, for individual or partnership businesses, please complete the following information for each owner:

Name	Home Address	Date of Birth

For new applications and renewals, for corporation and LLC businesses, please complete the following information for each member/officer:

Name	Home Address	Date of Birth
Pres./Mgr.		
VP		
Sec.		
Tres.		

☐ **Yes, I have a valid sales and use tax for business license in good standing with the City of Boulder.**
Please also indicate if the sales tax staff have received the required $500 sales tax deposit.
If not, you must apply for a sales tax license and provide proof of sales tax license or application before this license will be issued.

Date you intent to start business in the City of Boulder: _____

Describe in detail the type of goods/services you will sell: _____

_____

Please provide vehicle information used by all solicitors who will work under this license (attach additional sheet as needed):

Make	Model	Color	License plate number

For each person who will sell door-to-door, please complete all of the following and attach a legible copy of each individual's valid driver's license:

Name	Home Address	Date of Birth

OATH OF APPLICANT

I hereby certify under penalty of perjury in the second degree, that the above statements & all attachments are true and correct to the best of my knowledge.

_____

Signature of applicant **Print name, title & date**

For City of Boulder staff use only

Date sent to Sales Tax: _____ ☐ **Sales Tax Approved** ☐ **Sales Tax Denied**

Notes: _____

_____ | _____

Name, Date

Date sent to Police Dept.: _____ ☐ **PD Approved** ☐ **PD Denied**

Notes: _____

_____ | _____

Name, Date