



Door-to-Door Solicitation

WHO NEEDS A SOLICITOR'S LICENSE?

- Door to Door Business Activity requires that each individual engaged in the activity have a license.
- Including immediate sales and/or placing orders for the sale of a product or service; distributing door hangars (marketing or promoting further contact); drop off distribution (such as phone books); distributing free samples of merchandise; soliciting contributions of anything of value.
- Political canvassing, circulating public interest petitions, and promoting religious/educational/charitable organizations are NOT considered business activity.
- EXCEPTION - Members of Churches and organized religious bodies, educational or charitable organizations acting under the authority of such bodies or organizations may sell and distribute items without a license. Example – girl scout cookie sales, school /church fund raisers,

LICENSE REQUIREMENTS:

- Applicant must present a driver's license or other government issued photo identification.
- The applicant shall submit to fingerprinting and record check by the Las Cruces police department.
- A complete Solicitor's License Application
- Application must include a photograph of the applicant taken within 60 days immediately prior to the date of filing of the application. Picture must be two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner.

FEE: for each individual involved in solicitation

- License fee is **\$50** and is valid for 90 days.
- Processing fee for police background check is **\$3** (payable at the Las Cruces police department)
- Processing fee for fingerprint record is **\$5** (payable at the Las Cruces police department)

PROHIBITED ACTIVITY RELATED TO DOOR TO DOOR SOLICITATION:

- unlawful to make false or fraudulent statements concerning the quality of goods, wares, merchandise or services for the purpose of inducing another to purchase such.
- unlawful to enter upon any private premises when such premises is posted with a sign stating "no peddlers allowed" or "no solicitations allowed" or other words to such affect.
- Any peddler/solicitor who enters upon premises owned, leased or rented by another and who refuses to leave such premises after having been notified by the owner or occupant of such premises or his agent to leave the premises shall be guilty of a petty misdemeanor.
- It shall be unlawful to engage in the business of peddling/soliciting within the city between the hours of 9:00 p.m. and 9:00 a.m. the following morning, except by specific appointment with or invitation from the prospective customer.
- It shall be unlawful for any person to engage in business as a peddler/solicitor within this city without first obtaining a permit to do so.

Solicitors must have photo identification and the city issued license **on their person** while engaged in the business activity.

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PROCESS:

- All businesses must have a State of New Mexico Tax Identification (CRS) Number. This may be obtained from:
New Mexico Taxation and Revenue Department
Office: 2540 El Paseo, Las Cruces, NM 88001 575-524-6225
Online: www.tax.newmexico.gov

- Businesses with employees, other than owners, must obtain a Federal Employee Identification number for those employees. This may be obtained from:
Internal Revenue Service
Office: 505 S Main St, Las Cruces, NM 88001 575-527-6903
Online: www.irs.gov

- Prior to submitting a license application, solicitor must authorize Las Cruces Police Department to complete a criminal background check that documents an individual's arrest history. Requests for this service must be made with the Las Cruces Police Department. Please provide a valid picture ID or by mail with the requester's signature notarized. Background checks are provided Monday through Friday between 8 a.m. and 5 p.m. Background checks may take up to 72 hours to compile. Police department will provide solicitor with copy of the authorization for background check and a receipt for payment.

- When the application is submitted, applicant must provide an official fingerprint card. Fingerprinting can be done by police department or another authorized finger printer. The Las Cruces Police Department provides fingerprinting for the public Mondays and Wednesdays between 2-4p.m.

Las Cruces Police Department, Records Department
Office: 217 E Picacho Avenue, Las Cruces, NM 88001 575-528-4137
Online: www.las-cruces.org

- Assemble a complete application to include the following:
 - City of Las Cruces Solicitor's License Application
 - Recent photo of applicant (2" by 2")
 - Fingerprint card
 - Authorization for background check and receipt for payment of same
 - Application fee in cash or check payable to City of Las Cruces (Please do **NOT** mail cash)
 - Proof of State tax ID number (also known as Combined Reporting System/CRS number)

- Deliver the application to the business registration office
 - Mail to City of Las Cruces Attn: Business Registrations PO Box 20000 Las Cruces NM 88004 (Please do **NOT** mail cash)
 - Hand deliver to City Hall at 700 N Main Street, Ste 1100 Las Cruces, New Mexico

- Application will be circulated for review and police approval of background check.
 - Review generally takes 8 to 10 business days
 - If application is denied, applicant will be contacted to follow up directly with police department.

- Approved applications will be issued and either mailed to the applicant or the applicant can pick it up at City Hall.

Solicitor Licenses are valid for 90 days. A new application must be submitted for further activity.



Business Registrations Solicitor's License Application

Place 2" x 2" photograph of applicant in this box.

Photo must:

- Be no more than 60 days old
- Show the head and shoulders of the applicant in a clear and distinguishing manner

State Tax ID Number (CRS): _____ - _____ - _____

Name _____

Permanent Address: _____ City: _____ State: _____ ZIP: _____

Local Physical Address: _____ City: _____ State: _____ ZIP: _____

Date of Birth*: _____ Sex*: Male Female Height*: _____ Weight*: _____ Eye Color*: _____

*A copy of a driver's license may be substituted for filling in this information.

Employer Name¹: _____ Supervisor's Name: _____ Phone: _____

Employer Address: _____ City: _____ State: _____ ZIP: _____

What does the business do? What goods will be sold? _____

Information about where goods are manufactured/produced	Information about where goods are stored
Business Name: _____	Business Name: _____
Mailing Address: _____	Mailing Address: _____
Country: _____	Country: _____
State/Province: _____	State/Province: _____
Postal Code: _____	Postal Code: _____
Phone Number: _____	Phone Number: _____

How will goods be delivered? _____

Is a deposit or payment in full required before final delivery of goods? Yes No

Please list the last five municipalities in which you have been a solicitor: _____

¹If employed by a company in conducting solicitation, credentials establishing the exact relationship between the applicant and the company is required to accompany this document. If a solicitor is self-employed, this documentation is not necessary.

Note: Solicitor's licenses are valid for a total of 90 days. A background check and fingerprinting are required prior to approval and issuance of a license.



**Las Cruces Police Department
Records Division
Authorization for Inspection/Obtaining
Las Cruces Police Adult Criminal Arrest Records**

TO: Las Cruces Police Department
Records Division
P.O. Drawer 20000
Las Cruces, NM 88004

_____ Application Date

This will authorize my representative _____
(Name & Organization)

to inspect and/or obtain copies of arrest information concerning myself, if any, filed with the Las Cruces Police Department.

_____ **Date of Birth:**

_____ **Name – SIGNATURE**

_____ **Place of Birth:**

_____ **Name – PRINT IN FULL**

_____ **Social Security Number:**

_____ **Street Address**

State of _____

_____ **City** **State** **Zip Code**

County of _____

Subscribed and sworn to before me on this _____ day of _____ 20_____.

Notary Public

My commission expires: _____

Access to arrest records will be granted only during normal working hours, Monday through Friday, excluding legal holidays. Pursuant to City of Las Cruces resolution #89-231 the following service fees will be assessed:
Criminal Records Checks: \$3.00 per name check *without* formal letter
\$5.00 per name check *with* formal letter.

ALL QUERIES ARE BASED ON ADULT ARREST RECORDS ONLY BY NAME ONLY.
JUVENILE FILE, TRAFFIC VIOLATIONS AND DISPOSITIONS THROUGH ANY COURT ARE NOT
INCLUDED.

Results:

Section 29-10-4 Confidentiality of arrest records. Arrest record information that reveals confidential sources, methods, information or individuals accused but not charged with a crime and that is maintained by the state or any of its political subdivisions pertaining to any person charged with the commission of any crime is confidential and dissemination or revealing the contents of the record, except as provided in the Arrest Record Information Act (Chapter 29, Article 10 NMSA 1978) or any other law, is unlawful.