



## Door-to-door Sales/Soliciting Permits Instructions for Applicants

To Permit Applicants:

The City of Berkeley Lake regulates door-to-door selling or soliciting in the residential areas within the city per Section 34-24 of the municipal code. These instructions apply to commercial transactions or for-profit sales and solicitations only. For solicitations on behalf of charitable or religious organizations, please refer to *Instructions for Charitable or Religious Solicitations*, available from city hall or on the city website [www.berkeley-lake.com](http://www.berkeley-lake.com).

### PERMITS

A permit issued by the City of Berkeley Lake is required for all persons proposing to engage in the following activities at residences in the city:

1. Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character, or description whatever, for any kind of consideration whatever;
2. Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or publication; or
3. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and any other type or kind of publications.

Permits are issued to **individuals** only, not to businesses or organizations. Each person going door-to-door must have in their possession the city issued-permit and must present it if requested to do so by a police officer, city code enforcement or security officer or by a resident. The issuance of a permit shall not in any way be represented as an endorsement of any product, service or business by the city or any city official or employee.

### APPLICATION REQUIREMENTS

The following are required prior to being approved for a permit:

1. A completed application package;
2. Valid and unexpired government-issued photo identification
3. Two recent photographs measuring 2" by 2";
4. The non-refundable application/permit fee of \$75.00; and
5. A satisfactory fingerprint-based Georgia and nation-wide criminal history record check. A permit will be denied to any person who:
  - a. Has been convicted of a felony or crime of moral turpitude with 5 years of the date of application;
  - b. Has been convicted of a violation of any of the provisions Section 34-24 of the city code; or
  - c. Has had a previously issued permit revoked.

The application package requires your **notarized** signature in two places. Should you need it, the city has notaries on staff who can provide this service but you must sign in their presence. Do not sign the application or affidavit unless in the presence of a notary public.

Please read the certifications and affidavit carefully before you sign. All requested information must be provided truthfully and in full. All information provided is subject to verification. Incomplete applications will not be accepted for processing and making false statements is grounds for denial or revocation of a permit.

## **FINGERPRINTING**

The City of Berkeley Lake utilizes the Georgia Applicant Process Services (GAPS) network to submit fingerprints and obtain criminal history record information from the Georgia Crime Information Center and the FBI. Once your fingerprints have been electronically submitted, the results should be available to the city within 48 hours. The GAPS network is operated by 3M Cogent Systems, Inc. through agreement with the Georgia Bureau of Investigation.

**Applicants are responsible for the payment of the fingerprint processing fee.** The fee is **currently \$52.75** but is subject to change. Payment may be made by **credit card when registering** or by **money order only** (payable to **3M Cogent – GAPS**.) **if paying at the GAPS scan location.**

To request your criminal history record via GAPS, you must:

1. Register **in advance** with Cogent Systems online at [www.ga.cogentid.com](http://www.ga.cogentid.com) or by phone at 1.888.439.2486. You will be requested to provide the city's ORI number, **GA923018Z**, and Verification Code, **9484x102**, when registering. A Registration ID will be assigned to you. You **must** have this Registration ID when you go to the GAPS scan location to have your fingerprints scanned.
2. Take your Registration ID and proof of identity to any convenient GAPS scan location to have your fingerprints scanned. Please refer to the GAPS website for locations and for a list of acceptable documents to prove identity.

The results of your criminal history check will be retrieved by the city from the GAPS network and used solely to determine your eligibility to be issued a permit. The results cannot be provided to anyone else, including you, and cannot be used for any unauthorized purpose. The information is confidential and securely stored in accordance with state and federal regulations.

## **RULES OF CONDUCT FOR SOLICITORS**

All persons holding a permit to solicit door-to-door in residential areas of the city are expected to conform to the rules of conduct found below. Anyone found guilty in municipal court of a violation of the ordinance is subject to a fine of up to \$1,000 per violation. Each day a violation continues may be considered a separate offense.

Permit holders:

1. Shall not engage in fraud, cheating or misrepresentation.
2. Shall not ring a bell, knock or otherwise attempt to attract the attention of an occupant for the purpose of securing an audience if there is posted anywhere on the property a sign that solicitors are not invited onto the property.
3. Shall not ring a bell, knock or otherwise attempt to attract the attention of an occupant for the purpose of securing an audience before 9:00 AM or later than 8:00 PM.
4. Shall immediately and peacefully depart the residence or premises when requested to do so by the occupant, irrespective of any prior invitation.