



**ITINERANT MERCHANT LICENSE APPLICATION / RENEWAL FORM**

Please refer to the Online CSS Application Submission Instructions for filling your application and paying of application fees. For BACKGROUND CHECK fees you will be invoiced separately by City Licensing Staff.

***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.**

**Application Fee: \$25**  
**Annual License Fee: \$48.00 per year (\$96 total for two year license)**  
**Background Check Fee: \$7 per person**

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 the following and attach a legible copy of each individual's valid driver's license or state issued identification card:

Name	Title for Business	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 and Title

Date

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**For City of Boulder staff use only**

Date sent to Sales Tax: \_\_\_\_\_

Sales Tax Approved

Sales Tax Denied

Notes: \_\_\_\_\_

Name, Date

Background Checks.: \_\_\_\_\_

Approved

Denied

Notes: \_\_\_\_\_

Name, Date