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.

2023 new application/renewal yearly license fee: \$70.00 + \$7 per person for background check					
		Renewal			
		· ·			
Business mailing address: Physical address, if different:					
Trade name (DBA):		Cell phone	:		
Business type:	☐ Partnership	☐ Corporation	□ ιιc		
For new applications and renewals, for indiv Name		nesses, please complete the following Home Address	; information for each owner: Date of Birth		
For new applications and renewals, for corpor		please complete the following inform Home Address	nation for each member/officer: Date of Birth		
Pres./Mgr.					
VP					
Sec.					
Tres.					

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.

Yes, I have a valid sales and use tax for business license in good standing with the City of Boulder.

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 correct to the best of my knowledge. Signature of applicant			degree, that the above stateme	nts & all attachn	nents are true and		

Print Name and Title Date

	For City of Roulder staff use only		
Date sent to Sales Tax: Notes:	For City of Boulder staff use only Sales Tax Approved	Sales Tax Denied	
-		Name, Date	
Background Checks.: Notes:	Approved	Denied	

Name, Date