



Finance Department | Revenue Division
 34009 Alvarado-Niles Road
 Union City, CA 94587
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 E-mail: Biz-License@UnionCity.Org
 City Website: www.UnionCity.Org

Soliciting or Canvassing Supplemental Form

Official City Use Only

Account Number: _____

NOTE: Please complete and attach to your business license application if you will be Soliciting or Canvassing in Union City.

BUSINESS INFORMATION	
Business Name/ DBA: _____	
BUSINESS ACTIVITY	
Description of proposed Soliciting or Canvassing activity in Union City: _____ _____ _____	
EMPLOYEE/CONTRACTOR INFORMATION:	
<i>Attach additional sheets for each employee or contractor soliciting or canvassing for your business in Union City</i>	
Name of Employee or Contractor: _____	
Home Address: _____	Telephone #: _____
Driver's License #: _____	Driver's License State: _____
Date of Birth: _____	Driver's License Expiration Date: _____
Weight: _____	Social Security #: _____
Height: _____	Sex: _____
Eye Color: _____	Hair Color: _____
Has employee or contractor ever been convicted of any crime, misdemeanor or violation of any municipal ordinance? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
If Yes, indicate date and location of violation (attach additional sheets for multiple violations): _____	
Nature of violation: _____	
Punishment or fine: _____	
What parts of Union City will employee's or contractor's activities take place: _____ _____	
Do you take deposits for your services? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Proposed method of delivery to customers: _____	
VEHICLE INFORMATION:	
<i>Attach additional sheets if multiple vehicles are used by employee or contractor in Union City</i>	
Year, Make, Model of vehicle used by employee or contractor: _____	
Vehicle License Plate Number and State: _____	
Vehicle Insurance Company Name: _____	
Vehicle Insurance Company Phone #: _____	Policy #: _____
Expiration Date: _____	

Additional Information:

- In addition, for verification purposes, please include **copies** of the following items for the employees or contractors and vehicles referenced above:
 - Documentation from the organization represented that the applicant is, in fact, a representative of the organization.
 - Valid and current Vehicle Registration for California Department of Motor Vehicles (DMV) for **each vehicle** listed above.
 - Certificate of Liability Insurance for **each vehicle** listed above. Must remain current at all times.
 - Valid and Current Driver's License from DMV for **each driver** listed above.
- Solicitor and Canvasser must comply with all provisions of Chapter 5.20.120 of the Union City Municipal Code (UCMC). "Soliciting and Canvassing" means a person engaged in soliciting, canvassing, or taking orders from house to house or from place to place or by telephone or by any other means of communication for any goods, wares, or merchandise or any article to be delivered in the future, or for services to be performed in the future or making, manufacturing, or repairing any article whatsoever for future delivery or for subscriptions to periodicals or tickets of admission to entertainments or memberships in any clubs.
- A separate business license and business license tax payment for Soliciting or Canvassing shall not be required for any business or person who for a period of at least six continuous months has operated in and is continuing to operate a business from a regularly established place of business within Union City. All businesses and persons performing Soliciting or Canvassing shall complete this form though so that the City may track those businesses and individuals as appropriate.

I declare under penalty of perjury, that to the best of my knowledge, all information contained on this supplemental form is true and complete.

Signature of Owner or Authorized Agent **Printed Name and Title** **Date**