



**ADMINISTRATION**  
P.O. Box 395  
715 W. Mt. Vernon  
Nixa, Missouri 65714  
Phone: 417-725-3785  
Fax: 417-725-6394

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## **SOLICITORS LICENSE APPLICATION INFORMATION**

Welcome to the City of Nixa. Thank you for choosing to do business in the city. Below is step by step instructions to help expedite your application.

1. Please complete the Business License Application. NOTE: If the business will be selling a product you will be required to provide a Retail Sales License and a No Tax Due Letter. Both of these can be obtained from the Missouri Department of Revenue. Your application will be processed once everything has been received. The fee for a business License is \$50.00.
  - Missouri Department of Revenue [www.dor.mo.gov](http://www.dor.mo.gov)  
PO Box 840  
Jefferson City, MO 65105-0840  
573-751-2836 (phone) 573-522-1160 (fax)
2. Please complete the Authorization for Release of Information for each individual (peddler, solicitor, canvasser, etc.) involved in the selling, solicitation, taking of orders or delivery on behalf of the person, corporation, partnership, Limited Liability Company, limited liability partnership, professional corporation, sole proprietorship, association of person, etc. To begin the background check process, each applicant will need to pay a non-refundable fee of \$50.00 at time of application. If any solicitor has been convicted of a felony or any misdemeanor involving fraud, theft or moral turpitude he or she will be denied a solicitors license. The background check shall be good for the period of January 1<sup>st</sup> through December 31<sup>st</sup> of the application year. The background check can take between 1 to 5 business days for completion.
3. Once the background check is approved, you will be contacted to pick up the business license and solicitor's certificate. Each solicitor must carry their certificate at all times. A \$50.00 fee for the business license will be due at this time.

### **PUBLIC SOLICITATION HOURS**

Public solicitation hours shall only be allowed between the hours of 10:00 a.m. through 6:00 p.m. Monday through Friday and between the hours of 12:00 noon through 6:00p.m. Saturday.

- No Solicitation is allowed on Sundays.