



## **Commercial and Residential Solicitation Guidelines**

City of Rio Rancho - Office of the City Clerk  
3200 Civic Center Circle NE, Rio Rancho, NM, 87144  
Phone: (505) 891-5004 · Fax: (505) 994-2557 · Email: clerk@rrnm.gov

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Pursuant to Rio Rancho Municipal Code Chapter 113 R.O. 2003, any person wishing to solicit or peddle within the City of Rio Rancho shall report to the City Clerk's Office at least five (5) business days prior to engaging in solicitation and provide all applicable information. Businesses wanting to solicit must have a current business registration.

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### **Solicitation Permit fees are as follows:**

Twelve (12) month fee - \$50.00

Background Check fee - \$10.00 (per solicitor)

Solicitor Permit fee - \$10.00 (per solicitor)

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### **Hours of Solicitations: (allowed)**

Private Residences: 9:00 A.M. - 8:00 P.M.

Commercial Establishments: 9:00 A.M. - 9:00 P.M.

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### **Definitions:**

**Peddler**. Any person who goes upon the premises of any private residence or place of business in the city, not having been invited by the occupant thereof, carrying or transporting goods, wares, merchandise or personal property of any nature (including tickets or tokens for a raffle or similar game of chance) and offering the same for sale. This definition also includes any person who solicits orders as a separate transaction makes deliveries to purchasers as part of the scheme to evade the provisions of this chapter.

**Solicitor**. Any person who goes upon the premises of any private residence or place of business in the city, not having been invited by the occupant(s) thereof, for the purpose of taking or attempting to take order for the sale of goods, merchandise, wares, or other personal property of any nature for future delivery, or for services to be performed into the future. This definition also includes any person who without invitation, goes upon private property, to request contribution of funds or anything of value, or to sell goods or services for political, charitable, religious, or other non-commercial purposes.

**Canvasser**. Any person who attempts to make personal contact with a person at his/her residence or place of business without prior specific invitation or appointment from that person, for the primary purpose of:

- (1) Attempting to enlist support for or against a particular religion, philosophy, ideology, political party, issuer, or candidate, even if incidental to such purpose the canvasser accepts the donation of money for or against such cause; or
- (2) Distributing a handbill or flyer advertising a non-commercial event or service.

*Note: Canvassers not required to obtain a permit*

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### **Identification Badges:**

At the same time the permit is issued, the clerk shall issue to each permittee a badge, which shall be worn by the permittee in such a way as to be conspicuous at all times while the permittee is soliciting or peddling in the city.

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### **Transfer Prohibited:**

It shall be unlawful for any person other than the permittee to use or wear any permit or badge issued under the provisions of this chapter.

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### **Entry Upon Premises Unlawful:**

It shall be unlawful for any person, while acting as a canvasser, peddler, or solicitor, to enter upon any residential premises or place of business in the city where the owner, occupant or person legally in charge of the premises has posted, at or before the entry to the premises or the entry to the principal building on the premises, a sign bearing the words "No Peddlers," "No Solicitors," or words of similar import.

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### **No Endorsement by City:**

Nothing in this chapter, nor any issuance of any permit hereunder, shall be deemed an endorsement by the city of the repute or integrity of any canvasser, solicitor or peddler, or of the quality or value of any goods or services offered; and no canvasser, solicitor or peddler shall claim any such endorsement or guarantee by the city, by virtue of the clerk's issuance of a permit under the provisions of this chapter.

### **Solicitation Application Instructions:**

1. Complete application.
  - a. Page 1 & 2 - Complete all information, including phone numbers and answer all questions. Please do not forget to sign.
  - b. Page 3 - Employer Authorization **MUST** be sign by a listed Official on the business registration information we have on file. If you need to know who that is, please contact our office for the names. If it is signed by someone other than an authorized agent, the application will be denied.
2. Provide a clear and legible copy of your drivers license or passport.
3. Provide a photo of yourself, with a white background. If you are turning in your application in person, we will take the picture for you.
4. Payment of the fees - All fees must be paid before we can begin processing the packet.

Once we receive the background check back with an approval, we will notify you when to pick up your ID badge. This badge **MUST** be worn during the hours of solicitation and **MUST** be visible.



# Solicitation Permit Application

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Complete all information on form by typing or using blue or black ink. Return application to the City Clerk's Office in-person, by email, by fax, or by mail. Please contact us at (505) 891-5004 with any questions.

## SECTION 1 - APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
First Name Last Name Title/Position Held

Applicant Address: \_\_\_\_\_  
City/State Zip

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

## SECTION 2 - SOLICITATION INFORMATION

Nature of business / type of services to be provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Solicitation:  Commercial  Residential  Both Commercial & Residential

### Permit Fees:

12 month Term (\$50)

Solicitor fee (\$20)\*  
\*fee includes background check and solicitor permit fee

## SECTION 3 - EMPLOYER INFORMATION

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
City/State Zip

Business Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Is the business registered with the City of Rio Rancho?  Yes  No

Does the business require a Federal/State issued license to operate?  
*(If YES please attach copies.)*  Yes  No

## SECTION 4 - BACKGROUND INFORMATION

Have you been convicted of a crime or ordinance violation, in the last 7 years, involving any of the following?

Moral turpitude \_\_\_\_\_  Yes  No

Sexual Assault or Molestation \_\_\_\_\_  Yes  No

Violence against persons or property \_\_\_\_\_  Yes  No

Theft, fraud, deceit or misrepresentation \_\_\_\_\_  Yes  No

Acts committed while peddling, soliciting, or canvassing \_\_\_\_\_  Yes  No

If **YES** to any of the above, please complete the following:

The nature of the offense and/or violation:

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Penalty or punishment imposed:

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Date and place of each occurrence:

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Have you had any civil judgements entered against you, based upon fraud, deceit, or misrepresentation, in the last 5 years? \_\_\_\_\_  Yes  No

If **YES** please explain:

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### SECTION 5 - SIGNATURE OF APPLICANT

I affirm that the information provided is true and complete. I have received a copy of the guidelines for commercial and residential solicitation as provided in the City of Rio Rancho Municipal Code.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### FOR OFFICE USE ONLY

Type of Identification:  Driver's License  Passport  Other \_\_\_\_\_

ID Verified by: \_\_\_\_\_  Copy made & attached  
Print & Sign

Verified business registration is current. \_\_\_\_\_  
Initials

Approved  Denied

City Clerk Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Permit Badge # Issued: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Called Applicant for pick up: \_\_\_\_\_  
Date called Initials



## Employer Authorization Form

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Business Name: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

I, \_\_\_\_\_, give authorization to  
\*Printed Owner, Partner, Corporate Officer Name

\_\_\_\_\_ as an employee/agent to act as  
Printed Solicitor/Peddler Name

solicitor and/or peddler on behalf of the business.

\_\_\_\_\_  
\*Authorizing Owner, Partner, Corporate Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Position Held

*\*Owner, Partner, Corporate Officer Name **MUST** match a name on business registration application.*

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### FOR OFFICE USE ONLY

Verified listed owner, partner, or corporate officer matches HTE.

\_\_\_\_\_  
Initial



RIO RANCHO

**POLICE**

SERVING SINCE 1981

## Background Check for Solicitor Permits

Conducted by the Rio Rancho Police Department

Applicant First Name, Applicant Last Name	
Alternate Names, A.K.A.'s	
D.O.B	
S.S.N. #	