



## APPLICATION CHECK LIST FOR ITINERANT MERCHANTS, VENDORS, SOLICITORS, AND PEDDLERS

- Complete Application Form and pay \$33.00 Application Fee
- Complete Request for Criminal Record Check form.
- Obtain fingerprinting at Department of Public Safety Headquarters, 215 N. New Madrid. Attach completed fingerprint card to application on page provided.
- Submit photograph of applicant (must be at least 2" x 2"). Attach photo to application on page provided.
- Sign Power of Attorney Acknowledgement of Service of Notice of Process form.
- Obtain and submit proof of \$1,000 Surety Bond

**THE APPLICATION PROCESS WILL TAKE A MINIMUM  
OF TWENTY-EIGHT (28) DAYS TO COMPLETE.**

### Upon Application Approval:

- Pay ID Badge deposit of \$20.00. ID Badge will be issued at City Hall. Upon return of badge within 14 days of expiration of license, \$15.00 will be refunded to applicant.
- Pay applicable license fee:

1 Day	\$2.00
3 Consecutive Days	\$4.00
1 Month	\$8.00
1 Year	\$25.00



**APPLICATION FOR  
PEDDLER, SOLICITOR, OR ITINERANT MERCHANT OR VENDORS LICENSE  
CITY OF SIKESTON**

Check one: Peddler \_\_\_\_\_ Solicitor \_\_\_\_\_ Itinerant Merchant \_\_\_\_\_  
Name of business: (All solicitors and peddlers obtain separate license for each individual)

Applicant: \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent address: \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex: \_\_\_\_\_

Vehicle: Description Make/Model \_\_\_\_\_

License Plate \_\_\_\_\_

Drivers License # \_\_\_\_\_

Manager or Supervisor: \_\_\_\_\_

Address of Manager or Supervisor: \_\_\_\_\_

Organization represented (all employers) \_\_\_\_\_

Local address of organization \_\_\_\_\_

Relationship of organization and applicant \_\_\_\_\_

Nature of activities of organization \_\_\_\_\_

Merchandise to be sold: (If farm or orchard products, whether produced or grown by applicant)

Nature of goods or services solicited (invoice value of goods included here) \_\_\_\_\_

Are goods sold from stock in possession or sample or both \_\_\_\_\_

What kind of advertising will be done (attach sample of all hand-bills or circulars) \_\_\_\_\_

Name of manufacturer of goods \_\_\_\_\_

Address of manufacturer \_\_\_\_\_

Where are goods located at this time \_\_\_\_\_

Method of delivery of goods \_\_\_\_\_

Method of operation \_\_\_\_\_

Address or Specific places where business is to be carried on \_\_\_\_\_

Length of time business to be conducted \_\_\_\_\_

Vehicles used (describe with license number) \_\_\_\_\_

Has applicant or applicant's manager or supervisor ever been convicted of a crime, misdemeanor, or violation of any municipal ordinance? Give offense and punishment, date and place

Place or places where applicant within six months has conducted transient business

Nature or business within six months \_\_\_\_\_

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## **FINGER PRINTS**

## **PHOTO**

(2 x 2 showing head & shoulders of applicant)

Credentials for the person, firm or corporation for which applicant proposes to do business, authorizing the applicant to act as such representative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$33.00 filing fee paid to City \_\_\_\_\_ Date \_\_\_\_\_  
\$20.00 badge fee paid to City \_\_\_\_\_ Date \_\_\_\_\_

**THE APPLICATION PROCESS WILL TAKE A MINIMUM  
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I hereby authorize the City of Sikeston to investigate my character and my answers to all of the above questions and statements. I certify that all answers and statements made on this application and any attachments are true to the best of my knowledge. I agree and understand that any misstatement of material facts herein is cause for suspension or revocation of license.

Signed: \_\_\_\_\_  
\_\_\_\_\_

(All partners must sign, and if a corporation, president must sign)

Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
My Commission expires:

\_\_\_\_\_  
Notary Public

STATE OF MISSOURI     )  
  )  
COUNTY OF SCOTT     )

POWER OF ATTORNEY  
ACKNOWLEDGMENT OF SERVICE OF NOTICE OF PROCESS

I, the undersigned, a licensee engaging in business as a peddler, solicitor or itinerant merchant or vendor in the City of Sikeston, Missouri, do hereby designate the City Clerk of the City of Sikeston, Missouri, my true and lawful agent with full power and authority to acknowledge service of notice of process for and on my behalf in respect to any matters connected with or arising out of business transacted by me under my peddler's, solicitor's, or itinerant merchant or vendor's license and the bond posted by me as required by Section VII of Ordinance Number 5594 with respect to said license, for the performance of the conditions of said bond or for any breach thereof. This instrument shall evidence my complete consent and agreement that service of a notice of process may be made upon the City Clerk, and whence so made shall be taken and held to be as valid as if personally served upon this applicant under the aforesaid ordinance, according to the law of the State of Missouri or any other state, and I hereby waive all claim or right of error by reason of such acknowledgment of service or manner of service. I hereby agree to keep the City Clerk of Sikeston, Missouri, informed as to my address for which the said City Clerk may send a copy of any process served upon him/her.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires



MISSOURI STATE HIGHWAY PATROL  
**REQUEST FOR CRIMINAL RECORD CHECK**

SHP-158S 11/18

PLEASE PRINT OR TYPE.

**GENERAL INFORMATION**

**APPLICANT'S** LAST NAME FIRST MIDDLE JR / SR

**MAIDEN / ALIAS** LAST NAME FIRST MIDDLE JR / SR

SEX	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH (MM/DD/YYYY)	SOCIAL SECURITY NUMBER	RACE	<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	<input type="checkbox"/> INDIAN <input type="checkbox"/> ASIAN	<input type="checkbox"/> OTHER
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ADDRESS STREET - P.O. BOX CITY STATE ZIP CODE

**TYPE OF RECORD CHECK — PROCESSING FEE — METHOD OF PAYMENT**

(per Sections 43.527 and 43.530, RSMo.)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>\$14.00 NAME SEARCH</b><br>Based on NAME, DATE OF BIRTH,<br>AND SOCIAL SECURITY NUMBER.<br>Response will be returned with all open<br>records and records of conviction. | <input type="checkbox"/> <b>\$20.00 FINGERPRINT SEARCH</b><br><input type="checkbox"/> Open Records<br><input type="checkbox"/> Open and Closed Records | <input type="checkbox"/> <b>\$2.00 NOTARY LETTER</b> |
|--|---|--|

Fee is payable either by check or money order (NO CASH) to "State of Missouri, Criminal Record System Fund."  
***Either the Date of Birth OR Social Security Number MUST be provided for processing.***  
For faster processing criminal record checks are available online at: [www.machs.mo.gov](http://www.machs.mo.gov)

Please forward the request and fee to:  
**Missouri State Highway Patrol  
Criminal Justice Information Services Division  
Post Office Box 9500  
Jefferson City, MO 65102**

**MSHP / CENTRAL REPOSITORY RESPONSE**

**SEND REPLY TO** (Print or type your mailing label below.)

Telephone (include area code) \_\_\_\_\_



**Criminal Justice Information Services Division  
General Information**

The Missouri Criminal Records Repository (MCRR) collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by Sections 43.500 and 589.400, RSMo. CHRI is information collected by criminal justice agencies on individuals and consists of arrests, prosecutions, final dispositions, correctional supervision, and releases. All felony and serious misdemeanor arrests (referred to as reportable arrests), including offender registration information as defined under Section 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal background checks may be requested by means of:

- 1) A **Personal Identifier Search** (name-based) which searches information based on the name, date of birth, and social security number of an individual.
- 2) A **Fingerprint Based Search** which searches the state's criminal history files by conducting a fingerprint comparison of the applicants fingerprints with the criminal (arrest) fingerprints on file with the Central Repository. Fingerprint images are collected and submitted using the standard federal applicant fingerprint card (FD-258).

**The Personal Identifier Search** requires a payment of **\$14.00** per request. The background check results are considered a "**possible match**" and will include only open records. Any individual, business, or agency may request and receive open record information by means of a personal identifier search. **Open records include:**

- Records containing convictions, such as plead guilty to, or convicted of.
- Arrest information that is less than 30 days old from the date of arrest.
- Charges filed from the prosecutor, awaiting final disposition from the court.
- Records that contain a suspended imposition of sentence (SIS) during the probation period.

**A Fingerprint Based Search** requires a payment of **\$20.00** per request. The results of a fingerprint-based background check are considered a "**positive match**" and will provide either open records or closed (complete) records as requested by the applicant.

An applicant may choose to conduct a fingerprint based criminal record check containing open records thus limiting the dissemination of criminal history information to **only** open record information. The Criminal Justice Information Services (CJIS) Division will release fingerprint-based criminal history information containing only open record information to any individual, business, or agency when requested by the applicant.

An applicant may choose to conduct a fingerprint-based criminal record check for release of closed records thus allowing dissemination of all criminal history information on file with the Central Repository. Closed records will only be released with a record check submitted by means of a fingerprint comparison and will only be released directly to the applicant or to a qualified entity if authorized in accordance with Section 610.120 and Chapter 43, RSMo. **Closed records include:**

- All criminal history data, including all arrests (filed or not filed charges).
- Charges that have been nolle prossed, dismissed, or found not guilty in a court of law.
- Suspended Imposition of Sentence (SIS) after the probation period is complete.

**Notary Letters** are provided upon request and require an additional \$2.00 processing fee, per request. A notary letter may be requested with either a personal identifier search or a fingerprint search.

**PENALTY** — A person who knowingly violates any provision of Sections 43.532, 43.540, 610.100, 610.105, 610.106 or 610.120 RSMo is guilty of a class A misdemeanor.

**FBI Record Requests**

The FBI only has open files meaning that if someone has the authority to receive the records; they receive all that is on file.

Individuals that need a Federal or Federal Bureau of Investigation (FBI) background check, for personal reasons or for employment purposes for entities not authorized through Missouri State Statute or the Missouri VECHS program, can submit fingerprints with an \$18.00 fee directly to the FBI. For information on how to obtain a federal background check directly from the FBI, please refer to information regarding the FBI's Identity History Summary Check on the FBI's website at [www.fbi.gov](http://www.fbi.gov).