

City of South Lebanon

Transient Vendors Registration Process

All transient vendors must report to the City of South Lebanon Court Clerk for the registration process. Upon arrival the vendor will be given a Transient Vendor Packet, which will contain the following:

- Transient Vendors Registration Form
- Employee/Solicitor Information Sheets
- City of South Lebanon Transient Vendor Regulations Ordinance No. 2008-12

Upon completion of the necessary registration form and employee/solicitor information sheets, the vendor will submit the paperwork to the City of South Lebanon Court Clerk and shall furnish the following:

- Valid form of identification
- Copy of valid, current vendor license or tax ID certificate
- \$75.00 Administrative Fee for One (1) Year Permit
- \$25.00 Administrative Fee for Three (3) Day Permit
- Submission to background check (furnished by City of South Lebanon)

Vendors will then be notified when the registration has been approved, usually within 48 to 72 hours. Additional copies of the approved registration will be provided for each solicitor.

All solicitors must carry their approved registration on their person.

City of South Lebanon

Transient Vendors Registration Form
Ordinance No. 2008-12
(Expires one year from date signed below)

Company Information:

Representing (Company Name): _____

Company Address: _____

Company Phone: _____

Supervisor's Name: _____

Supervisor's Phone No.: _____

Product Information:

Describe Product/Service: _____

Sale Procedure/Approach: Door to Door _____, Phone _____

Other (describe) _____

Do you have a Vendors License? Yes _____ or No _____

STATEMENT AND WAIVER

I hereby agree to furnish authentication documentation to verify the forgoing. The undersigned hereby voluntarily assumes all risks of accidents, injury and damage to his/her person and property and hereby releases and discharges the City of South Lebanon, its elected officials, employees and agents from every claim, liability or demand of any kind.

Signed: _____ Date: _____

Witness: _____ Date: _____

City of South Lebanon

Employee/Solicitor Information Sheet
Ordinance No. 2008-12
(Expires one year from date signed below)

Applicant Personal Information:

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: ____/____/____ Social Security No.: ____-____-____

Height: _____ Weight: _____ Sex: _____ Race: _____ Hair Color: _____

Driver's License Number: _____ State: _____

Current Permanent Address: _____

City: _____ State: _____ Zip: _____

Other Address In Last Three (3) Years: _____

City: _____ State: _____ Zip: _____

Are You Aware Of Any Open Warrants Against You: Yes _____ No _____

Are You A Listed Sex Offender: Yes _____ No _____

Additional Solicitor Personal Information:

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: ____/____/____ Social Security No.: ____-____-____

Height: _____ Weight: _____ Sex: _____ Race: _____ Hair Color: _____

Driver's License Number: _____ State: _____

Current Permanent Address: _____

City: _____ State: _____ Zip: _____

Other Address In Last Three (3) Years: _____

City: _____ State: _____ Zip: _____

Are You Aware Of Any Open Warrants Against You: Yes _____ No _____

Are You A Listed Sex Offender: Yes _____ No _____

Additional Solicitor Personal Information:

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: ____/____/____ Social Security No.: ____-____-____

Height: _____ Weight: _____ Sex: _____ Race: _____ Hair Color: _____

Driver's License Number: _____ State: _____

Current Permanent Address: _____

City: _____ State: _____ Zip: _____

Other Address In Last Three (3) Years: _____

City: _____ State: _____ Zip: _____

Are You Aware Of Any Open Warrants Against You: Yes _____ No _____

Are You A Listed Sex Offender: Yes _____ No _____

I certify that to best of my knowledge the above information is true, correct, and complete.

Applicant 1: _____ Date: _____

Applicant 2: _____ Date: _____

Applicant 3: _____ Date: _____

For Official Use:

Verifications:

Warren County Check: _____ Butler County Check: _____

Clinton County Check: _____ Montgomery County Check: _____

Hamilton County Check: _____ Clermont County Check: _____

Greene County Check: _____ Web JAMIN Check: _____

Sex Offender Check: _____

The above mentioned applicant(s) has/have been approved/denied for solicitation in the City of South Lebanon.

Permit number issued: _____

City of South Lebanon Court Clerk

Date

City of South Lebanon Solicitation Permit

The applicant listed below has been issued a solicitation permit from the City of South Lebanon to solicit the following items listed. The applicant shall carry on his or her person a copy of this permit while selling or traveling about the City for purposes of selling or soliciting orders.

Applicant: _____

Representing (Company Name): _____

Product to Solicit: _____

Door to door solicitation shall be made only between the hours of 9:00 a.m. and 6:00 p.m., November through April, and 9:00 a.m. and 8:00 p.m., May through October.

Date Approved: _____ Permit Number: _____

Permit Issued By: _____

One Year Permit: _____ 3 Day Permit: _____

City of South Lebanon
10 North High Street
South Lebanon, Ohio 45065
513-494-2296