



Tax Commissioner's Office
188 Third Street
Macon, Georgia 31201
Mail to: Tax Commissioner's
Office
PO Box 4503
Macon, GA 31206-4503

DOOR-TO-DOOR COMMERCIAL SOLICITATION APPLICATION INSTRUCTIONS

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1. Each applicant wishing to solicit in Macon-Bibb County must submit a completed, signed, and notarized application.
 2. Provide 2 (two) color passport photos of the applicant with application.
 3. Provide a clear copy of the applicant's unexpired government issued identification.
 4. All Door-to-Door Commercial Solicitation applicants must provide a good and sufficient bond in the penal amount of five thousand dollars (\$5,000.00) payable to Macon-Bibb County. Please contact your insurance agency/company for the bond forms and attach the original signed bond to this application.
 5. A non refundable application fee of \$110.00 is due at the time the application is submitted. Accepted forms of payment: Check, Money Order, Debit, and
 6. Permit is valid for a maximum of 60 (sixty) days from the issue date.
 7. You must receive your authorized permit and badge **before** you can begin soliciting in Macon-Bibb County.

Return the completed application and all required documents to the following location:

Mail to: Tax Commissioner's
Office
PO Box 4503
Macon, GA 31206-4503

No solicitation is allowed in Macon-Bibb County between the hours of 8:00 p.m. and 9:00 a.m.
No solicitation is allowed in Macon-Bibb County on Sunday or any federal or state holiday.

*****MACON-BIBB COUNTY BADGE MUST BE WORN AT ALL TIMES WHILE SOLICITING*****



**Tax Commissioner's Office
188 Third Street
Macon, Georgia 31201
Mail to: Tax Commissioner's
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PO Box 4503
Macon, GA 31206-4503**

Door-to-Door Commercial Solicitation Application

Fee: \$110.00 per solicitor

***Additional sheets may be attached as needed**

^Requires a good and sufficient \$5000.00 bond payable to Macon-Bibb County

Applicant's Full Legal Name:		
List All Other Names Applicant Conducts Business As Or Officially Answers To:		
Home Address	City /State	Zip Code
Home Phone Number	Business Phone Number	Cell Phone Number
List the full legal name and address of the business which the applicant represents, or any business operations owned, managed, or operated by applicant.*		
Full Legal Name	Address	City/State/Zip Code
List the nature and location of employment of the applicant during the preceding twelve (12) months.*		
Name of Employer	Address of Employer	Date(s) of Employment
List the name of all cities, counties, municipalities, or other locations where the applicant has conducted solicitation or similar activities in the two (2) years immediately preceding the date of this application.*		

Provide a brief description of the nature, character, quality, and price of the goods, wares, merchandise, services, or other items of value that are to be offered by the applicant.*

Nature, Character, and Quality:

Price of Services, Goods, Wares, Merchandise, or Other Items of Value that are to be offered:

Provide a description of the planned solicitation activities, including the dates the applicant int to conduct business.*

Description of solicitation activities:	Date(s) business will be conducted:
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Will the planned solicitation activities require any of the following? (Check all that apply)

- Cash deposits ^
- Taking orders for cash on delivery purchases (C.O.D.) ^
- Contract of services to performed in the future or agreement to finance the sale of any goods, services, or merchandise for future delivery.^
- Other: (Explain below)*

Provide the following information of any motor vehicle(s) to be used in conjunction with the planned solicitation.*

License Plate Number	Registration Information	Vehicle ID Number (VIN)	Year	Make	Model

Provide a physical description of the applicant. You are to provide a current passport sized color photograph. Driver's license photo is not acceptable.

Hair Color:	
Eye Color:	
Height:	
Weight:	
Distinguishing features:	

BACKGROUND INFORMATION

Check "YES" or "NO" as applicable. All "YES" answers to the following questions must be fully explained in the following section of the application dedicated for explanation to background information questions. (Attach additional sheets as needed)

YES

NO

(1) In the past five (5) years of the date of application, has the applicant been convicted or pled nolo contendere to any felony, misdemeanor, or local ordinance violation? If so, list the location, date, and nature of the offense and the penalty assessed.

(2) (a) In the past five (5) years of the date of application, has the applicant been convicted of any federal or state statute or regulation or of any local ordinance that adversely reflects upon the person's ability to conduct solicitation activities in a legal, honest, and professional manner? Such violations include, but are not limited to burglary, theft, larceny, swindling, fraud, unlawful business practices, and any form of actual or threatened physical harm against another person or (b) the revocation within the past five (5) years of any permit issued to the applicant.

EXPLANATION TO BACKGROUND INFORMATION QUESTIONS

Use this section to explain any "YES" answer given within the background information section of this application. Type or print legibly in black or blue ink. Attach additional sheets if necessary.

APPLICANT CERTIFICATION

The undersigned applicant certifies that the information and statements disclosed in this application are current, true, and correct. By signing this certification, I, the applicant, agree to abide by, observe, and conduct any soliciting activities within Macon-Bibb County according to the rules and regulations prescribed by the Macon-Bibb County Code of Ordinances under Chapter 7, Division 20 § 7-481- 494. I also certify that if any provision of the stated Division is violated, I shall be guilty of an offense and shall be subject to the maximum punishment under the Macon-Bibb County charter.

Printed Name of Applicant

Date

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS

_____ DAY OF _____, 20_____.

NOTARY PUBLIC

(SEAL)

MY COMMISSION EXPIRES:

NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3- 35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the [GBI website](http://gbi.georgia.gov/obtaining-criminal-history-record-information) (http://gbi.georgia.gov/obtaining-criminal-history-record-information).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia.

Instructions to dispute the accuracy of your criminal history can be obtained at the [GBI website](http://gbi.georgia.gov/obtaining-criminal-history-record-information) (http://gbi.georgia.gov/obtaining-criminal-history-record-information).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Privacy Rights Notification Signature Form

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 – 16.33 or go to the FBI website at <http://fbi.gov/about-us/cjis/background-checks>.

Signature

Print Name

Date

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the BIBB SHERIFF'S OFFICE to conduct an inquiry and receive any Georgia criminal history record information pertaining to me which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):			
Address:			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for 90/180/_____ (circle one) days from date of signature.

I, _____ give consent to the above name to perform periodic criminal history background checks for the duration of my employment with this company.

Signature Date

Date of Inquiry: _____ Time of inquiry: _____

Operator's initials: _____

Purpose Code used: (check one):

	Employment (E) - Provides <i>Georgia</i> Criminal History Record Information
	Employment with Mentally Disabled (M) – Provides <i>Georgia</i> Criminal History Record Information
	Employment with Elder Care (N) – Provides <i>Georgia</i> Criminal History Record Information
	Employment with Children (W) – Provides <i>Georgia</i> Criminal History Record Information
	Public Records (P) – Provides <i>Georgia Felony Convictions</i> Only

The inquiry resulted in the following: (check all that apply)

	No Georgia CHRI results available.
	Georgia CHRI attached/released.

	No NCIC/GCIC Warrant results available.
	Possible NCIC/GCIC Warrant. Contact Agency listed below.

Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title Date

MACON-BIBB COUNTY, GEORGIA
(S.A.V.E.) SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
O.C.G.A. § 50-36-1 (e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a Macon-Bibb County, Georgia, Occupation Tax Certificate, Alcohol License, or other public benefit as referenced in O.C.G.A. § 50-36-1; the undersigned applicant verifies **one** of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the attached list.**

- 2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

Please check only one option above and submit the required documents with your application.
Please note that the failure to do so will result in a processing delay.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1 (e) (1), with this affidavit.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Business Name: _____

Printed Name of Applicant: _____

*Signature of Applicant: _____

SUBSCRIBED AND SWORN BEFORE ME ON

THIS ____ DAY OF _____, 20____

NOTARY PUBLIC

MY COMMISSION EXPIRES

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2 Issued February 20, 2018, by the Office of the Attorney General, Georgia

- The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(g). The Attorney General may modify this list on a more frequent basis, if necessary.
- The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.
- **An unexpired United States passport or passport card** [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **An unexpired United States military identification card** [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **An unexpired driver’s license** issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **An unexpired identification card** issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **An unexpired tribal identification card** of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be accessed at: <https://www.bia.gov/tribal-leaders-directory> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **An unexpired United States Permanent Resident Card or Alien Registration Receipt Card** [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **An unexpired Employment Authorization Document** that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **An unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law** [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard** [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **An unexpired Free and Secure Trade (FAST) card** [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

- **An unexpired NEXUS card** [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- **An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card** [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- **An unexpired driver's license issued by a Canadian government authority** [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- **A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)** [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security ("DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law.
- **A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)** [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- **Certification of Report of Birth issued by the United States Department of State** (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- **Certification of Birth Abroad issued by the United States Department of State** (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- **Consular Report of Birth Abroad issued by the United States Department of State** (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- **An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal** [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]