



**Tax Commissioner's Office**  
**188 Third Street, Macon, Georgia 31201**  
**Mail to: Tax Commissioner's Office**  
**PO Box 4503**  
**Macon, GA 31208-4503**

## **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 a color photo 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, Credit/Debit, and Cash
  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.

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

**Tax Commissioner's Office**  
**PO Box 4503**  
**Macon, GA 31208-4503**

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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\*\*\***



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**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
Phone Number	Business Phone Number	E-mail
<b>List the full legal name and address of the business which the applicant represents, or any business operations owned, managed, or operated by applicant.*</b>		
Full Legal Name	Address	City/State/Zip Code
<b>List the nature and location of employment of the applicant during the preceding twelve (12) months.*</b>		
Name of Employer	Address of Employer	Date(s) of Employment
<b>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.*</b>		

**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.**

<b>Hair Color:</b>	
<b>Eye Color:</b>	
<b>Height:</b>	
<b>Weight:</b>	
<b>Distinguishing features:</b>	

**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)	<b>YES</b>	<b>NO</b>
(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:

## Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the **Bibb County 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.

<b>Full Name (print):</b>			
<b>Home Address:</b>			
<b>Sex</b>	<b>Race</b>	<b>Date of Birth</b>	<b>Social Security Number</b>

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

**\*\*\*Include a copy of your valid State/Government issued identification\*\*\***

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_

Purpose Code used: (check one)

	<b>Employment (E)</b> – Provides <i>Georgia</i> Criminal History Record Information
	<b>Employment with Mentally Disabled (M)</b> – Provides <i>Georgia</i> Criminal History Record Information
	<b>Employment with Elder Care (N)</b> - Provides <i>Georgia</i> Criminal History Record Information
	<b>Employment with Children (W)</b> - Provides <i>Georgia</i> Criminal History Record Information
	<b>Public Records (P)</b> – 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]1
- **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)]





# Macon-Bibb County

## Certificate of Good Standing

**Instructions:** This Certificate is used to certify the tax compliance status of certain individuals or business entities with a connection to a person or business that is applying for or being considered for some privilege with the Macon-Bibb County Government. These privileges may include:

- Obtaining a building permit, plat approval, building inspection report, or certificate of occupancy
- Obtaining or renewing any alcohol or privilege license
- Being appointed to any board or position of trust requiring confirmation of the County Commission.
- Being awarded a contract through a formal competitive bid or proposal process
- Being awarded a non-competitive contract over \$50,000.00
- Registering to bid on any surplus real property sold by the Macon-Bibb County Government or the Macon-Bibb County Tax Commissioner
- Any other privilege granted by Macon-Bibb County which may require certifying tax compliance status

If **AN INDIVIDUAL OR SOLE PROPRIETORSHIP** is applying for a privilege requiring this form, then that individual must complete this Certificate using his or her name as both the applicant and the subject.

If **AN ENTITY** is applying for a privilege requiring this form, then an owner or manager must complete this Certificate using the entity's name as both the applicant and the subject; and **ONE ADDITIONAL CERTIFICATE** must be completed **FOR EACH** individual identified as an owner in the entity's Certificate.

**FOR BOTH INDIVIDUALS AND ENTITIES**, if the privilege requested is a building permit, plat approval, building inspection report, certificate of occupancy, alcohol license, or other privilege license, then **ONE ADDITIONAL CERTIFICATE** must be completed listing the landowner of the construction site or business location as the subject.

All required completed certificates must be submitted together. Giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

# Macon-Bibb County Certificate of Good Standing

1. Name and Title of the applicant: \_\_\_\_\_

2. Name of the subject of this Certificate, if different from the applicant:  
\_\_\_\_\_

3. Benefit or privilege for which the applicant is applying (mark one):

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Plat Approval	<input type="checkbox"/> Building Inspection Report	<input type="checkbox"/> Certificate of Occupancy
<input type="checkbox"/> Alcohol License (Any)	<input type="checkbox"/> Privilege License (Any other than alcohol)	<input type="checkbox"/> Political Appointment	<input type="checkbox"/> Competitive Contract Bid or Proposal
<input type="checkbox"/> Non-Competitive Contract over \$50,000	<input type="checkbox"/> Registering to Bid on Real Property	<input type="checkbox"/> Other: _____	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% of more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon-Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

\_\_\_\_\_  
Print and Sign Name

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: