

Solicitor Permits

To obtain a solicitor's permit for Non-Profit groups, For-Profit Groups and individuals selling products to citizens must do the following.

Please note: the process, which includes a background check, may take up two weeks. Please plan accordingly!

- File an application – The form is available in person at the Dane County Clerk's office, 210 Martin Luther King Jr Blvd., Room 106A
- Photograph: Submit a 2" x 2" photograph taken within the last year showing the head and shoulders of the applicant. The photo will be kept for our records.
- A non-refundable fee of \$110.00 (cash only) will be collected when the application is submitted to the county clerk. (For Profit applicants).
- Finger Prints: You will need your completed Solicitor Application form to take with you to the Madison Police Department, 210 Martin Luther King Jr Blvd, Room GR-10 to be finger printed between the hours of 8 a.m. and 3:30 p.m. on Monday, Tuesday, Thursday and Friday. NO prints are done on Tuesdays. Cost is \$10.00.
- Our office will submit a background check request to the Dane County Sheriff, which may take up to 2 weeks to complete so please allow plenty of time.
- Once all requirements have been met and the background check is cleared the applicant will be issued a permit #. He/she must carry the permit with them when working. Fines of up to \$300.00 a day do apply.
- If you have questions regarding this process, please call 608-266-4121.