



Peddler/Solicitor Licenses

To ensure the applications are processed prior to your arrival, applications and additional required paperwork submittals can be faxed to (785) 309-5738 or emailed to coi@salina.org then call our office at (785) 309-5735 with credit card payment information.

At the time the individuals arrive in Salina, they will be required to stop in our office with photo identification to obtain their photo id badge.

1. Original **Application** for each applicant (filled out entirely and 2nd page signed).
2. A clear photocopy of each applicant's **driver's license**.
3. **Kansas Sales Tax Number or proof of exemption**.
4. A copy of the **Sales Contract or receipt form, including the Notice of Cancellation form** as required by K.S.A. 50-640, et seq., if any individual item is \$25 or more.
5. **State license**, if required.
6. **Credentials letter from employer** (On company letterhead, listing the names of all the applicants that are authorized representatives, as well as the name and phone number of the person that will be the Supervisor/Contact person)
7. **KSDA inspection** form for refrigeration or freezer equipment, if applicable. Contact Kansas Department of Agriculture to schedule your inspection at 785-296-3511.
8. **See License Fee Schedule on website for fees.**

We can only process applications that are filled out entirely and have all the necessary attached documents.