



## Steps to Obtain a Solicitor Business license

---

1. Read [Residential Solicitation Ordinance Title 3.28](#).
2. Obtain and submit with your application, a background check from the Bureau of Criminal Investigation. This BCI report can be obtained at the Bureau of Criminal Investigation located at 3888 West 5400 South, Taylorsville, Utah. You will be required to present proof of identification. You can visit their website, [bci.utah.gov](http://bci.utah.gov), or call 801-965-4445 for more information.
3. Obtain and submit with your application, a copy of your State Business Entity number. You can obtain this by registering your business name either online at [OneStop online Business Registration](#), or in person at the Tax Commission located at 150 East Center #1300, Provo, Utah and obtain an Entity number / DBA (Doing Business As) number. The filing fee depends upon the type of business.
  - Contact Information Phone: 801-374-7070.
4. Obtain and submit with your application, a Utah State Sales Tax number. This can be done along with your business registration at the [OneStop online Business Registration](#).
  - Contact Information Phone: 801-297-6303
5. Obtain and submit with your application, a Federal Tax ID number. This number is also referred to as an EIN (Employee Identification Number). This can be obtained by applying online at <https://www.irs.gov/>. The online form is Form SS-4.
  - Contact Information Phone: 800-829-4933.
6. Submit with your application an electronic form of a photograph (visa-type head shot) for badge.
7. Complete and submit application with payment.

One Solicitor License Fee \$75  
2-4 Solicitor Licenses Fee \$100  
5-9 Solicitor Licenses Fee \$150  
10+ Solicitor Licenses Fee \$200

Once all the above steps have been completed and the license is approved, an ID badge will be issued. The license will need to be renewed 12 months from the date of issuance. A current BCI report will need to be submitted to renew your license.

\*\*\* Reminder: ID badge shall be worn prominently on your person while soliciting in Payson City.  
\*\*\*