



**CITY OF VIRGINIA APPLICATION  
FOR  
TRANSIENT MERCHANT/SOLICITOR LICENSE**

LICENSE YEAR ENDING \_\_\_\_\_

FEE: \$200.00/YEAR

**APPLICANT INFORMATION:**

**BUSINESS INFORMATION:**

\_\_\_\_\_  
First Middle (No Initials) Last

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Applicant's Telephone No.

\_\_\_\_\_  
State Tax ID No. Federal Tax ID No.

Email address: \_\_\_\_\_

**TYPE OF ITEMS TO BE SOLD  
OR TRANSFERRED:**

\_\_\_\_\_

*\* An inspection will be completed by the Fire Marshall before any license will be issued.*

*\*Note: **If selling food, please attach copy of license from the MN Department of Health for Retail Mobile Food Handler***

License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Vehicle License Plate Number and VIN and Description of Vehicle \_\_\_\_\_

**DESCRIBE DISPLAY AREA:** \_\_\_\_\_

**LOCATION(S) WHERE YOU WILL  
BE OPERATING:** \_\_\_\_\_

*\*Note: You must have permission from landowner to set up display on private property. Do not park in handicapped parking areas.*

**ELECTRICAL POWER:**

If electrical power is required, you must contact the Virginia Department of Public Utilities at least one (1) business day prior to the date electricity is required. There is a minimum \$50.00 fee plus a \$100.00 deposit required (fees/deposit subject to change without notice). Department of Public Utilities, 618 2<sup>nd</sup> Street South, Virginia, MN 55792 (218) 748-7540.

**PROPOSED DATES FOR SALES:** \_\_\_\_\_

*Note: Vendors must close by 1:00 A.M.*

\_\_\_\_\_

**INSURANCE REQUIREMENTS:** Must provide a Certificate of Insurance with bodily injury limits of \$100,000 - \$300,000.

**PURSUANT TO MINNESOTA STATUTE 270.72 TAX CLEARANCE:**

ISSUANCE OF LICENSES: THE LICENSING AUTHORITY IS REQUIRED TO PROVIDE TO THE MINNESOTA COMMISSIONER OF REVENUE YOUR MINNESOTA BUSINESS TAX IDENTIFICATION NUMBER AND THE SOCIAL SECURITY NUMBER OF EACH LICENSE APPLICANT.

UNDER THE MINNESOTA GOVERNMENT DATA PRACTICES ACT AND THE FEDERAL PRIVACY ACT OF 1974, WE ARE REQUIRED TO ADVISE YOU OF THE FOLLOWING REGARDING THE USE OF THIS INFORMATION:

1. THIS INFORMATION MAY BE USED TO DENY THE ISSUANCE, RENEWAL OR TRANSFER OF YOUR LICENSE IN THE EVENT YOU OWE THE MINNESOTA DEPARTMENT OF REVENUE DELINQUENT TAXES, PENALTIES OR INTEREST;
2. UPON RECEIVING THIS INFORMATION, THE LICENSING AUTHORITY WILL SUPPLY IT ONLY TO THE MINNESOTA DEPARTMENT OF REVENUE. HOWEVER, UNDER THE FEDERAL EXCHANGE OF INFORMATION AGREEMENT, THE DEPARTMENT OF REVENUE MAY SUPPLY THIS INFORMATION TO THE INTERNAL REVENUE SERVICES;
3. FAILURE TO SUPPLY THIS INFORMATION MAY JEOPARDIZE OR DELAY THE PROCESSING OF YOUR LICENSING ISSUANCE OR RENEWAL APPLICATION.

The undersigned hereby agrees to operate in the City of Virginia in accordance with the regulations governing businesses as set forth in the City of Virginia City Code, which includes liability for damage to the use of City light posts and/or electrical outlets. It is understood that failure to conform or abide renders this license null and void.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

**TO BE COMPLETED BY POLICE DEPARTMENT**

**Criminal Background Check**

Applicant must pass a criminal background check.

Certification that the applicant has no past history of violating laws that are declared as unlawful as indicated in City Code, Chapter 6, Section 6.34, Solicitors.

Police Department \_\_\_\_\_

Title \_\_\_\_\_

Notes \_\_\_\_\_

TENNESSEN WARNING NOTICE  
FOR CITY OF VIRGINIA LICENSE APPLICATIONS

**Background**

When a government entity collects private/confidential data from an individual about that individual, the entity is required under Minn. Statute §13.04, sub 2 to post a Tennesen warning notice. The purpose of the notice is to enable an individual to make an informed decision about whether to give data about themselves to the government entity.

**Classification of Data Provided**

Under MN statute §13.41 sub.2 names and the designated contact address and telephone number are public data and available upon request. All other information provided on your application prior to licensure approval is classified by law as private data and is accessible to you, but not to the public. Upon license approval, all information provided on your application, except for: date of birth, social security, non-designated or secondary contact address and telephone number, financial data, state and federal tax ID's, or data classified under MN statute §13.02 sub.12 as private or sub.13 as protected nonpublic, is public data.

**Purpose and Intended Use**

The data requested on each application will be used in determining whether you meet the statutory qualifications and requirements for the license you have applied.

**Requirements to Provide**

Chapter 329, Peddlers and Transient Merchants requires any transient merchant to engage in, do, or transact any business as such without first having obtained a license as hereinafter provided. The applicant shall first complete the required license application and provide the proper insurance or bond required and to pay the required fee.

**INCLUDE A COPY OF YOUR DRIVER'S LICENSE FOR A BACKGROUND CHECK**

By signing below you are agreeing to the Tennesen Warning. If you do not sign, you will not be able to obtain a license.

Printed FULL Name :

\_\_\_\_\_

Date of Birth:

Signature of Licensee:

\_\_\_\_\_

Provide copy of drivers license

Date: