



**City of Rio Rancho
3200 Civic Center Circle NE
Rio Rancho NM, 87144
(505)891-5004**

COMMERCIAL AND RESIDENTIAL SOLICITATION GUIDELINES

Any person to solicit within the City of Rio Rancho shall report to the City Clerk's Office at least five (5) business days prior to engaging in solicitation and provide all applicable information.

Solicitation permit fees are as follows (applies to individual & organization permits)

Three (3) month or less - \$30.00 fee

Six (6) month - \$50.00 fee

Twelve (12) month - \$75.00 fee

Background check - \$10.00 fee in addition to Solicitation permit fee

Additional Solicitors using Organization permit - \$5.00 fee per solicitor

If application is approved, two passport-sized photographs of the applicant, showing the head and shoulders of the applicant, unobstructed and in a clear and distinguished manner, taken within sixty (60) days prior to submission, must be furnished by applicant when he/she has been notified that all other permit requirements have been met.

Registered peddlers, solicitors, or canvassers shall be allowed to solicit at private residences or commercial businesses within the City of Rio Rancho, provided, however, that no person shall solicit to any such premises where the occupant or owner indicates or posts, at or before the entry to the premises or the entry to the principal building on the premises, a sign bearing the words "No Peddlers", "No Solicitors", or words bearing a similar message.

Solicitations are permitted at private residences between the hours of 9:00a.m. and 8:00p.m., and at commercial establishments between the hours of 9:00a.m. and 9:00p.m.

Solicitation badges must be worn at all times during solicitation activity, and displayed upon request of any person solicited.

Registered solicitors shall not construe the grant or possession of registration as an endorsement by the City of Rio Rancho. No registered solicitor shall intentionally claim any endorsement by reason of the grant or possession of registration.



City of Rio Rancho
3200 Civic Center Circle NE
Rio Rancho, NM 87144
(505)891-5004

SOLICITATION PERMIT APPLICATION

Applicant Information (to be completed by person doing the solicitation)

Name:	Telephone Number:
Address:	
Date of Birth:	Type of Identification: <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> OTHER: _____

Solicitation Information

Description of business /activity to be conducted:

Hours, Location, Term of Solicitation:

Requested Permit Length: 3months or less (\$30) 6months (\$50) 12months (\$75)
 Org. Permit Add(\$5)

If Employed or Acting Agent for a company

Employer/Company Name:

Address:

Phone Number:

Employer Identification Number(for sponsors only):

****PLEASE ATTACH SIGNED AUTHORIZATION FORM TO BE COMPLETED BY EMPLOYER****

Is the business registered with the City of Rio Rancho?	Y	N
Does the business require a Federal/State issued License to operate? If yes please attach copies.	Y	N



City of Rio Rancho
3200 Civic Center Circle NE
Rio Rancho NM, 87144
(505)891-5004

Employer Authorization Form

Authorizing Officer Name/Title: _____

Principle Name: _____ Phone Number _____

I _____ give authorization to _____ as an
Employee / agent of _____ company, to act as a
Solicitor and/or peddler on behalf of the company.

Authorizing Officer Signature / Title

Date



Fill out Highlighter Area Only
RIO RANCHO POLICE DEPARTMENT
ADMINISTRATIVE DIVISION

EFFECTIVE DATE: 02-01-1994

REVISED DATE: 04-05-2007

CONTROL NUMBER: DPS/ADM.014

REQUEST FOR RECORDS

TYPE OF REQUEST: (IDENTIFICATION REQUIRED TO OBTAIN ALL RECORDS REQUESTS)

- Request for Records
- Request for Background Search

DATE OF REQUEST: _____

TIME OF REQUEST: _____

REQUESTING PERSON OR AGENCY INFORMATION

NAME: _____

PHONE: _____

ADDRESS: _____

RECEIVED & REQUESTED BY: _____
(Signature)

DATE: _____

REQUEST FOR RECORDS - Copies are .25¢ per page

Record Type: CRASH OFFENSE/INCIDENT

VICTIM / OFFENDER / DRIVER'S NAME: _____

DATE OF OCCURRENCE: _____

TIME OF OCCURRENCE: _____

LOCATION OF OCCURRENCE: _____

IF AVAILABLE, INDICATE THE CASE NUMBER: _____

REQUEST FOR BACKGROUND - \$10.00/per person

NAME: _____

ADDRESS: _____

DOB: _____ SSN: _____

FINDINGS: NEGATIVE FINDINGS RECORDS LOCATED (See Attached)

NOTICE: The Arrest Record Information Act (29-10-4 NMSA) prohibits public disclosure of arrest record information which resulted either in a dismissal of criminal charges or lack of prosecution or otherwise resulted in favor of the defendant. Persons requesting such information are required to provide written proof that the records requested do not pertain to prosecution which ended in favor of the defendant.

14-2A-1 Protection of victims of crimes or accidents; police reports; commercial solicitation prohibited. No attorney, health care provider or their agents shall inspect, copy or use police reports or information obtained from police reports for the purpose of the solicitation of victims or the solicitation of the relatives of victims of reported crimes or accidents. (SB367) 1993 NM State Statutes.

DEPARTMENT USE ONLY

_____ CASE NUMBER

_____ CLERICAL STAFF SIGNATURE