



216 4<sup>th</sup> Street N, Stillwater, MN 55082  
651-430-8800  
[www.stillwatermn.gov](http://www.stillwatermn.gov)

**PERSONAL HISTORY FORM  
FOR TRANSIENT MERCHANT / PEDDLER /  
CANVASSER / SOLICITOR LICENSE APPLICATION**

A Personal History Form must be completed for **each person**. Attach the following to this application:

- ☐ Copy of State Issued Driver's License or State Issued Identification Card (*No other form of identification is accepted*).
- ☐ \$15 Fee for each Personal History Form.

**Please complete the following information.**

Applicant's Full Name (please print): \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Address City State Zip

Home Number: (\_\_\_\_) \_\_\_\_\_ Cell Number: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ or MN Tax ID Number: \_\_\_\_\_

List any other names you are or have been known by: \_\_\_\_\_

List All States in Which You Have Had Any Type of Arrest, Conviction and/or Citation in the past 5 years  
*Include any gross misdemeanor, felony charges or any prior citations. Do not include minor parking or traffic violations. Failure to disclose contacts with law enforcement will result in denial of permit.*

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_

Company you are affiliated with: \_\_\_\_\_

***Please do not sign until you are with a Notary. The City of Stillwater will notarize free of charge.***

*I certify that all statements by me on this form are true and complete. I hereby authorize the City of Stillwater to use this information to determine my eligibility for a Transient Merchant / Peddler / Canvasser / Solicitor License in the City of Stillwater. I understand the license is not valid until approved by the City. License cards will be issued to the applicant for soliciting in the City and the license card must be picked up at Stillwater City Hall before soliciting begins.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn to before me a Notary Public on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires on: \_\_\_\_\_

(Stamp)

\_\_\_\_\_  
Notary Public Signature

## Background Check Data Practices Advisory for Protected Information

Any information that you provide will be made accessible to the following persons or entities:

- A. The subject(s) of the data, which may include someone other than yourself.
- B. Individuals within the City of Stillwater whose work assignments reasonably require access to the information you provide.
- C. Any persons, entities or agencies authorized by state or federal law to have access to the information. These include, but are not necessarily limited to, the following:
  1. Law enforcement agencies. The information you provide may be referred to a law enforcement agency for purposes of initiating or furthering a criminal investigation. You are advised, however, that any statements you make under threat of discipline, or evidence obtained as a result of such statements, cannot be used against you in any criminal proceeding.
  2. Contracting Parties. Where a contract between the City of Stillwater requires that such party have access, the information you provide will be shared with that contracting party. The contracting party may not disclose the information except as authorized by state or federal law.
  3. City Attorneys. The information you provide may be shared with the City of Stillwater attorneys, if the information is related to a matter upon which the City of Stillwater has requested legal advice.
  4. Open Meetings. If it becomes reasonably necessary to discuss such information at any meeting required by law to be open to the public, the information you provide may become available to the public at such meeting.
  5. Court Order. The information you provide will be made available to any persons or entities authorized by court order to have access to the information.
- D. Persons or entities who have the express written consent of the data subject, who may be someone other than you.
- E. Intended Use: to conduct a complete criminal history & background check and to access driver's license and criminal history data

### Consent for the Release of Information In Accordance with MSA 13.05, Subd. 4(d)

I, \_\_\_\_\_ (please print name), authorize all requested agencies, Minnesota Bureau of Criminal Apprehension, City of Stillwater Police Department and authorized personnel of the City of Stillwater to release criminal history data, as defined by Minnesota Statute 13.87, Subd. 1, and driver's license and traffic record data. I understand that some of this data may be classified as private data under Minnesota Statutes and I hereby give my informed consent to the release of that private data by the authorized agencies to the City of Stillwater Police Department and its consultants. This consent for the release of data is for the purpose of determining my suitability for obtaining a Transient Merchant / Peddler / Canvasser / Solicitor License in the City of Stillwater. This information cannot be used for any other purposes. I may revoke this authorization in writing at any time and in no event will it be valid for more than one year from the date below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### ***Office Use Only***

☐ Application Date Stamped Received

☐ CCH review complete

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☐ Local and ☐ Warrants review complete

Dates of previous complaints on Applicant: \_\_\_\_\_

☐ Approved ☐ Not Approved, reason: \_\_\_\_\_

Signed by Police Chief \_\_\_\_\_ Date \_\_\_\_\_