



The City of Fishers permits companies to go door to door and solicit business for their organizations. These solicitors must abide by local ordinances pertaining to soliciting. Special points of note are;

All companies must have a valid Vendor Permit on file with the city to solicit.

All employees must have a valid soliciting badge on their person to solicit.

All solicitors must abide by the time frames allowing soliciting;

Oct 1- April 30 (10am-6pm)

May 1- Sept 30 (10am-8pm)

No solicitor is permitted to engage with a household displaying a “No Soliciting” sticker.

A full list of conduct and a copy of the city ordinance will be provided upon application.

Any employee disregarding these or other codes of conduct outlined in the city ordinance are subject to being reported as a complaint. Any complaint(s) received from a citizen could result in an investigation of conduct and possibly result in a revocation of a solicitor’s license.

How to Apply for a Soliciting Permit

The company wishing to solicit within Fishers must have a valid Vendor Permit on file. This permit is obtained by a representative for the company completing the application and purchasing the permit. This permit can be purchased for a variety of times, including;

10 day permit = \$50

120 day permit = \$150

1 year permit = \$300

Once a company has been approved, they can have their employees submit for an individual solicitor permit.

It is recommended that an individual employee does not submit for their background check until the company Vendor Permit has been approved.

To obtain an individual solicitor permit the employee must pay for an approved background check through the FPD portal via Safe Visitor Solutions. This portal can be reached via the following link;

<https://secure.safevisitorsolutions.com/Safe/Volunteer/006244/vendor>

This is the ONLY acceptable background check for an individual solicitor permit.

This portal will conduct a country-wide background check for the employee and the fee will be determined by how many places an employee has lived in the past. Some counties or states charge a fee while others do not. For individual pricing information an employee can contact the Records Division.

Once the background check is paid for the employee must print a confirmation sheet from Safe Visitor Solutions as a receipt. Again, this is the **ONLY** acceptable background check link, as it is the only way to ensure that the results of the background check will be sent to the Fishers Police Department. If the background check is conducted another way it will not be accepted by the FPD and the employee will be responsible for providing confirmation of the accepted background check.

Companies can have their employees do this background check step before coming into the Police Department to complete the application, so long as the employee prints their confirmation sheet. The employees are also able to submit their background check payment at the kiosks provided in the FPD lobby. There are only 2 available kiosks so companies with large groups will need to schedule a time to come in to allow their employees time to complete the application and background check.

After paying for the background check all employees must come to the Fishers Police Department to complete an individual Solicitor Permit Application. All employees must bring a valid government photo ID (Drivers License, ID, Passport). All employees will be photographed after submitting their application and this photo will be used to create their badge once approved.

Final Steps

Once FPD receives the completed background check from Safe Visitor it will be determined if they are approved or not to solicit within the city.

If they are approved, a badge will be created, and the employee or company representative will be called to pick up the approved badge.

If they are denied they will be told that they have been denied and an explanation letter will be on file at the FPD available only to the employee by appointment with the Records Manager.

Once permitted, the individual solicitors may begin soliciting within ordinance guidelines and time frames for as long as their company permit is valid. Once the Vendor Permit expires, the individual solicitors and the company must apply again.

Quick Reference:

Step 1: Company applies and pays for Vendor Permit with Fishers Police Department

Once company approved;

Step 2: Employees submit and pay for background check via approved source

Step 3: Employees submit individual permit applications to FPD, get photo taken

Once employee approved;

Step 4: Employee's permit badge is created allowing solicitation

For further questions please contact the Fishers Police Department Records Staff at 317-595-3300.

Updated 06/12/2020