Creating a New Peddlers-Solicitors License

- A user MUST make an account in order to apply for a license.

I. New Users MUST create an ACCOUNT please see those instructions on a separate link. https://auro-trk.aspgov.com/eTRAKiT/

II. Upon Account creation, navigate to your Account “DASHBOARD” from the top ribbon

III. From your DASHBOARD Under the Navigation ribbon on the left select “APPLY FOR NEW LICENSES”

IV. From the **STEP 1** License application screen (if at any point you need to gather more information you can hit DASHBOARD and you can get back to your application at a later date)
   a. License Information area
      i. Select the “PEDDLER LICENSE” type from the list displayed by selecting the pull down arrow
      ![License Application Image]
      ii. Enter the Licensee Name. This should be the Full legal name of the Solicitor/Peddler. Note the required *asterisk* before Licensee Name.

   b. ADDITIONAL INFO REQUIRED Area
      i. Complete ALL of these Required Fields
      ![Additional Info Required Image]
V. PEDDLER HISTORY area
   a. Please complete all of these required fields.
      i. Use the pull down arrows to select Yes or No.

      | PEDDLER HISTORY |
      |-----------------|
      | *Have you ever been issued an Aurora Peddler License Before?: | Yes |
      | *Have you ever been issued a City of Aurora Violation?: | Yes |
      | If yes, Please explain.: |
      | *Has Aurora ever revoked or denied a permit?: | Yes |
      | If yes, Please explain.: |
      | *Have you been convicted of a felony in any State or under Federal Law?: | Yes |
      | *Are you a registered sex offender?: | Yes |
      | You acknowledge you will upload the following: |

      Please acknowledge that you have or will upload a clear passport photo taken within the last 90 days, AND a Clear copy of your Drivers License or State ID. See UPLOAD button.

      ii. The UPLOAD Attachments area is at the bottom of this screen
iii. Indicate the number of month requested for this license. Up to 6 months within each calendar year.

Number of Month Requested for License?

ENTER 01, 02, 03, 04, 05, or 06

To represent the number of Months requested for the License

EXAMPLE 02 means that you desire a license for the next 60 days and will pay $200

I the applicant named do solemnly swear that the foregoing information is true and complete to the best of my knowledge. I have read and agree to abide by the Peddler/Solicitor Ordinance of the City of Aurora. I understand that I can not knock on doors with "No Peddling or Soliciting" signs posted. I will leave a residence as soon as I am asked without question. I will only peddle or solicit between the hours of 9:00AM and 7:00PM. I understand that if this application contains any false or misleading information of any material fact, it is grounds for denial of this and future licenses. I understand that I may not begin peddling or soliciting until a license has been issued by the City of Aurora.

VI. Your Relation to this License Area
   a. Please do not select the Property Owner for this license type it does not apply

   Your Relation to this License

   [ ] Property Owner
   Check this box if you are the Property Owner

VII. Your Relation to this License Area
    a. Hit select and find a .pdf on your computer of your Driver’s License OR State ID.
       i. Enter the Description of Driver’s License OR State ID.
    b. Hit select again and find a .pdf of your passport photo (within past 90 days)
       i. Enter the Description of Photo
    c. HIT UPLOAD to upload documents
    d. To complete STEP 01 Screen Select NEXT STEP

CANCEL  NEXT STEP
VIII. From the **STEP 2 ADDRESS / CONTACT INFORMATION**
   a. License Information area
      i. As this type is not Aurora Address Specific please type the word “ANYWHERE” and hit SEARCH
         
         *License Address*
         
         ![License Address Image]
         
         i. SELECT the ANYWHERE address from the list
   b. Address Lookup area
      i. Enter the individual Peddler/Solicitor’s Name, Email address, phone and Emergency cell number
         
         *Address Lookup*
         
         ![Address Lookup Image]
   c. Mailing Address area
      i. Do not select Same as License Address
      ii. Fill out the Mailing address for the Peddler/Solicitor
         
         *Mailing Address*
         
         ![Mailing Address Image]
   d. Owner Information
      i. Fill out the Contact information for the Owner
         
         *Owner Information*
         
         ![Owner Information Image]
e. Business Information
   i. Fill out the Contact information for the Business

   ![Business Information]

f. Upon completion of STEP 2
   i. Select NEXT STEP

IX. From the STEP 3 REVIEW and SUBMIT
   a. Review the information on this page and confirm prior to submitting
      i. If in any area you need to revise anything select the EDIT Button
      ii. If you do not see two Uploaded Documents, Driver License and Photo then you have an opportunity to add them here.

   ![License Application]

   ![License Information]

   ![License Address]

   b. Upon Confirmation of the data select NEXT STEP

X. From the STEP 4 REVIEW and SUBMIT
   a. Confirm the Fee amount equals the number of months you desire of this license time $100 dollars.
      i. Select Pay Now and follow payment directions
      ii. Print your Receipt for your records

   ![License Application]

   ![Checkout Summary]

   ![PEDDLER LICENSE]

XI. Upon payment the record will change in our system reflecting the payment. We will acknowledge completion of the process with a record by record acknowledgement.
XII. Upon completion please navigate back to your DASHBOARD
   a. Please note that you can select your Peddlers/Solicitors license to verify data, review and payment data by selecting the hyperlink license number from the list at anytime.

XIII. Should you have stopped your application process midway, you will find your partially filled information under the My Open License Application Section