

INSTRUCTIONS TO APPLICANTS FOR
DIRECT SELLERS REGISTRATION

1. Fill out application form; sign and date. If additional space is needed, use reverse of application.
2. Present completed application form to Town Clerk.
3. Present for examination by Town Clerk:
 - a. Driver's license or other proof of identity.
 - b. Written permission of property owner to use specified location.
 - c. State certificate of examination and approval from Sealer of Weights & Measures if your business requires use of weighing and measuring devices approved by state authorities;
 - d. State health officer's certificate if your business involves the handling of food or clothing and is required by state law.

If items 1 through 3 are satisfactorily complied with continue to item 4:

4. Pay \$ 50.00 fee to Clerk to cover the cost of processing the application and investigating the applicant.
5. Applicant must sign the "Statement" as to service of process in civil action.
6. Application is immediately referred to Chief of Police who shall make a prompt investigation of the statements made in the registration application form. The investigation will be completed within two (2) weeks of being referred to the Chief of Police.

NOTE:

THE APPLICANT MAY NOT CONDUCT ANY BUSINESS IN THE TOWN OF DELAVAN UNTIL BECOMING A REGISTERED DIRECT SELLER.

7. Upon approval by the Chief of Police, the applicant shall be registered by the Town Clerk as a Direct Seller for a period of one (1) year.
8. If the application is not approved by the Chief of Police, the Town Clerk shall deny the application and notify the applicant by mail. The application fee is non-refundable.

