



8040 S. 6<sup>th</sup> Street  
Oak Creek, WI 53154  
(414) 766-7000

# CITY OF OAK CREEK

## TRANSIENT MERCHANT SELLER APPLICATION

### REQUEST FOR RECORD CHECK

Fee Schedule:

\$100 Investigation Fee  
(payable at time of application)

License No. TM-

Company: \_\_\_\_\_

I authorize the City of Oak Creek Police Department to verify the information on this application for a transient merchant license.

LAST NAME FIRST MIDDLE

CURRENT ADDRESS CITY STATE ZIP

PREVIOUS ADDRESS CITY STATE ZIP

HOME PHONE: ( ) CELL PHONE: ( )

IS YOUR CURRENT ADDRESS YOUR PERMANENT PLACE OF RESIDENCE?  YES  NO

IF NO, IS YOUR PERMANENT PLACE OF RESIDENCE OUTSIDE OF WI?  YES  NO

DATE OF BIRTH STATE /CITY OF BIRTH DRIVER'S LICENSE NUMBER

MALE  FEMALE  RACE HEIGHT WEIGHT

ALIASES USED; MAIDEN NAME; PREVIOUS MARRIED NAMES: \_\_\_\_\_

**The Oak Creek Police Department will run a record check by driver's license number and will conduct a criminal background check. Juvenile incidents will not appear in the report.**

Have you ever been convicted of **any of the following**: (See shaded box below)

- a. Felony?
  - b. Misdemeanor?
  - c. Violation of any federal laws?
  - d. Violation of any Wisconsin laws?
  - e. Violation of laws of any other states?
  - f. Violation of ordinances of any municipality?
- No  Yes  If yes, state nature of offense(s): \_\_\_\_\_

**Make sure you:**

- List any Operating / Driving While Intoxicated (OWI/DWI) convictions.
- List any drug-related convictions.
- List any tickets / citations, including traffic violations, that have been issued to you in any community / state.
- List any misdemeanor (non-felony) arrests / convictions (such as retail theft).
- List any federal charges / convictions (issued by a federal agency) (felony conviction).

Be advised that failure to **accurately and completely** answer the question on the application relating to any law enforcement conviction record you have may result in **DENIAL** of your license.

STATE OF WISCONSIN )  
MILWAUKEE COUNTY )

\_\_\_\_\_, being first duly sworn on oath, deposes and says that he/she is the applicant named in the foregoing application and he/she has read (or had read) each of the said answers in each instance are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

Notary Public, Milwaukee County, WI  
My commission expires \_\_\_\_\_

**ATTACH PHOTOCOPY OF DRIVER'S LICENSE**   
MR \_\_\_\_\_ MC \_\_\_\_\_

## **Transient Merchant – SELLER - License**

License Year: Calendar  
Municipal Code Sections 7.140 – 7.147

To solicit in the City, one company application and at least one seller application are required.

Once a company application is approved and on file, subsequent sellers can be added separately.

### **Popular exemptions:**

- Any person who has an established City of Oak Creek brick & mortar place of business where merchandise is being sold is exempt from Transient Merchant licensing, providing that they have conducted business in Oak Creek for at least ONE YEAR and have notified the City Clerk's office of canvassing.
- Any resident farmer selling produce or other perishable products at retail or wholesale .

### **Company applications:**

- Complete application, including signature by representative of the company
- Submit application fee according to daily or yearly fee structure

### **Seller applications:**

In addition to Company application, each individual who wishes to canvass for the company must complete a Transient Merchant Seller Application. If the Seller's permanent place of residence is not WI, please see the Traveling Sales Crews information below.

- Application must be signed by applicant and notarized (City Staff is available for notary)
- Applicant should list any convictions, citations, etc., received after 18 years of age.

Applications with omitted convictions will be referred to the City Attorney's office for review and presented to a License Committee meeting for a recommendation, and are subject to denial for falsification.

- Submit application fee
- A copy of a current and valid Identification Card or Drivers' License is required.
- Seller photos are taken at time of application

### **Traveling Sales Crews (solicitors absent from their permanent place of residence).**

- A traveling sales crew is 2 or more individuals employed as salesperson or in related support work, who travel together in a group and who are absent from their permanent place of residence for the purpose of selling consumer goods or services to consumers from house to house, on any street, or in any other place that is open to the public.
- Traveling sales crews must register with the Department of Workforce Development before applying for a Transient Merchant license with the City of Oak Creek.
- For more information on how to register with the Department of Workforce Development, you can call them directly at 608-267-4592. <https://dwd.wisconsin.gov/er/laborstandards/travelingsales.htm>

This process can take from 2-4 weeks from time of application submittal to the City.