

DIRECT SELLER PHOTOGRAPH GUIDELINES

(For Door-to-Door/Traveling Sales I.D.'s)

**** Please follow these guidelines to prevent a delay in your license(s) being issued ****

The City Clerk's Office is available to take photographs between the hours of 8:30 A.M. and 4:30 P.M. – Monday through Friday – If you would like to schedule an appointment please call 608-789-7510.

If you are unable to appear in the City Clerk's Office during the above hours, you may submit an actual photograph with the following requirements:

1. Pictures should be a full-face shot (*head facing straightforward*) that fits in outlined box below. The box measurements are 1" wide by 1 ¼" to 1 ½" high.
2. No hats, bandanas or head coverings (*unless for religious purposes*) or dark glasses.
3. Your full face must be visible.
4. The photograph must be current – no later than 6 months old.
5. Taken in front of a plain white or off-white background.
6. The photograph cannot have been laminated previously.
7. The photograph cannot be from an instamatic camera (*i.e. Polaroid*)
8. Each picture must be notarized on the form below. (*Two forms are provided below – use one form per person – photocopy this form if you need additional forms for more people.*)
9. If the applicant needs to pick up the badges in the City Clerk's Office, they must show a driver's license or photo I.D.
10. The Direct Seller Photograph Acknowledgement **must be** signed by a Notary Public.

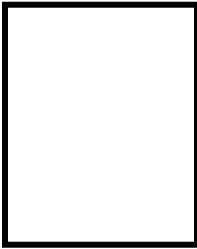
✂ ✂ ✂ ✂ CUT HERE ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ CUT HERE ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ CUT HERE ✂ ✂ ✂ ✂

Direct Seller Photograph Acknowledgement

State of _____)
) ss.
County of _____)

The undersigned, notary public, has compared the attached photograph with identification from the Direct Seller applicant and hereby acknowledges that the photograph is that of _____ .
Subscribed and sworn to before me this _____ day of _____, 20 _____.

(Seal) _____
Notary Signature
My Commission Expires: _____



✂ ✂ ✂ ✂ CUT HERE ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ CUT HERE ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ ✂ CUT HERE ✂ ✂ ✂ ✂

Direct Seller Photograph Acknowledgement

State of _____)
) ss.
County of _____)

The undersigned, notary public, has compared the attached photograph with identification from the Direct Seller applicant and hereby acknowledges that the photograph is that of _____ .
Subscribed and sworn to before me this _____ day of _____, 20 _____.

(Seal) _____
Notary Signature
My Commission Expires: _____

