



## BILL POSTING & DISTRIBUTION OF HANDBILLS

City of Greenfield City Clerk's Office  
7325 W. Forest Home Avenue, Rm. 102  
Greenfield, WI 53220  
414-329-5219

### Who Needs This License?

Any person engaging in the business of bill posting for hire, or as a handbill distributor for hire.

### Requirements

- If more than one person will be operating from this license, the Supplemental List must be completed with each handbill distributor's information.
- Each applicant listed on the application, as well as all handbill distributors listed on the Supplemental List, shall be required to submit a readable copy of their driver's license or state identification card with this application.
- Once the license is issued, each person distributing handbills within the City shall be required to wear a picture I.D. that bears their name and address and carry a copy of the license with them.
- Printed on the front and back, a handbill is required to have the name and address of the following:
  - The person who printed, wrote, compiled or manufactured the handbill.
  - The person who caused the same to be distributed. Where an association or organization name is used, the names and addresses of the persons actually sponsoring the handbill shall also appear.

### Application Process

Submit the following:

- Bill Posting & Distribution of Handbills License application
- Appropriate fee: After the application has been submitted, you will receive an email once your invoice is ready to be paid.
  - \$10 For One Day
  - \$25 For One Week to One Year
- \$10 background check fee per person for the applicant listed on the application and all additional handbill distributors listed on the Supplemental List.
- Supplemental List

**\*\*Please note when paying for your license online with a credit card, there will be a transaction fee of 2.5% with a minimum of \$2.00 added to your payment.\*\* If you want to avoid the fee, you can mail a check to:**

**City Clerk's Office  
7325 W. Forest Home Ave., Rm. 102 Greenfield, WI 53220**

### License Period

The license period can range from one day to one year, depending on the duration of the bill posting/handbill distribution.

### License Regulations (found in [Chapter 13.10 of Municipal Code](#))

A handbill may be handed to an accepting individual but **cannot** be placed or distributed:

- Within the right-of-way of any street or alley, or upon any public structure or building except as may be permitted by federal or State law and the ordinances of the City.
- For any commercial handbill: in or upon any public place provided noncommercial handbills may be distributed in a public place to any person willing to accept such handbill.
- In or upon any motor vehicle, provided a noncommercial handbill may be distributed to the owner or occupant of a motor vehicle who is willing to accept the same.
- In or upon any vacant private premises.
- Upon premises where the owner or occupant has indicated that peddling or trespassing is prohibited or has indicated in any manner that the distribution of handbills on such premises is prohibited.
- Upon any private premises which are inhabited except by handing such handbill directly to the occupant, or by so placing or distributing the handbill as to secure it from being scattered on the premises or elsewhere, except that mailboxes may not be used when prohibited by federal postal laws or regulations.
- No owner or occupant shall use, or permit to be used, his private premises by attaching to any building, structure or fixture located thereon, natural or artificial, any poster or handbill containing any material prohibited.
- That may reasonably tend to incite a riot or other public disorder, or which advocates disloyalty to or the overthrow of federal or State government, or which urges any unlawful conduct or encourages, or intends to encourage, a breach of the public peace or good order.
- That is offensive to public morals or decency, or which contains blasphemous, obscene, libelous or scurrilous language.