

# PEDDLING AND SOLICITING PERMIT APPLICATION INSTRUCTIONS

<p><b>PEDDLING</b></p> <p>Selling or offering for sale barter or exchange any property or service, either for immediate or future delivery or performance upon any street, road or highway or from house to house in the Town, and including, without limitation, activities commonly known as "hawking".</p> <p>Delivery or distribution of advertising matter, literature, pamphlets, samples or handbills house to house or on any streets, roads or highways or by going from place to place in the Town, but not including the delivery or distribution of newspapers, magazines or political or religious materials.</p>	<p><b>SOLICITING</b></p> <p>Seeking, taking or offering contracts or orders for any property for future sale or delivery or performance of any service upon any street, road or highway or from house to house in the Town, and including, without limitation, activities commonly known as "hawking"</p> <p>Seeking or taking subscriptions or contributions of money or property, upon any street, road or highway or from house to house in the Town.</p>
<p>ALL Peddler and Solicitor permit applications are required to have a criminal background check completed prior to issuing these permits. In order for the Department of Criminal Justice Services (DCJS) to provide us with your criminal history, all applicants must be fingerprinted. New York State does NOT allow the Town of Evans Police Department to do these fingerprints. All Peddling and Solicitor fingerprints must be completed by IDENTOGO per the instructions below. Once your fingerprints are completed, your criminal background check will be forwarded electronically to the Town of Evans Police Department for review and subsequent approval or denial.</p>	

## **THE APPLICATION PROCESS**

**To be Completed in the Order Below.**

- |           |  |
|-----------|--|
| <b>1.</b> | Schedule and have your Fingerprints completed, SEE INSTRUCTIONS BELOW THEN   |
| <b>2.</b> | Complete the Solicitor/Peddler Permit Application THEN   |
| <b>3.</b> | Submit the following to the Town Clerk's:<br>*Completed Application including having your signature Notarized by a Notary Public.<br>*Copy of IDENTOGO Receipt<br>*Copy of your Current Driver's License<br>*Permit Fee<br>*2 Passport Quality Pictures taken with-in 30 days 2in x 2in or the Town Clerk's Office can Take Them for an Additional \$10.50. THEN |
| <b>4.</b> | Within 10 business days after the Police Department receives your criminal background check from DCJS, you will be contacted by phone on your approval or denial of this application.  |
| <b>5.</b> | If approved, the Town Clerk's Office will contact you when you can stop in and pick up your permit.  |

## **THE FINGERPRINTING PROCESS**

New York State requires that all Peddler and Solicitor permit applicant fingerprints MUST be completed by the following process. To find a fingerprint location near you and to schedule an appointment, call toll free (844)321-2124 or register online at [www.identogo.com](http://www.identogo.com).

To schedule an appointment, you will need the following information:

1. Town of Evans ORI # NY0146300
2. Reason for fingerprints: Select Peddler/Solicitor service code 156RYS

Contact IDENTOGO for cost & payment information.  
 Fingerprints and the subsequent criminal background are good for the term of your permit.

**IF APPROVED**

Every solicitor or peddler will be issued a permit, which will include their Name, Photograph and Expiration date of permit. When engaged in soliciting or peddling, this permit MUST be worn or placed on your outer most garment, and the photo side MUST be visible to the public.

This permit is valid from 9:00am to the earlier of 8:00 p.m. or dusk. This permit is only valid with the Town of Evans and is NOT transferable. No persons engaged in soliciting or peddling shall be in violation of any rules, regulations or restrictions as defined in Local Law, Chapter 144. Failure to comply with any of these may result in the immediate revocation of this permit. You may also be subject to a fine, imprisonment or both for each and every offense.



**TOWN OF EVANS**  
**Peddler, Solicitor Permit Application**

Applicant Name Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Year \_\_\_\_\_

**PEDDLER/SOLICITOR – through December 31<sup>st</sup> - \$75.00**  
**PERMIT FEES (NON-REFUNDABLE)**  
**THERE ARE NO REFUNDS FOR APPLICATIONS THAT ARE DENIED.**



**PLEASE NOTE: PEDDLING and/or SOLICITING IS NOT ALLOWED UNTIL A PERMIT IS OFFICIALLY ISSUED. THE PERMIT MUST BE PRODUCED UPON REQUEST.**

**PLEASE PRINT OR TYPE.**

**Please submit completed application at least 2 weeks prior to desired need.**

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First Middle Last Month/Day/Year

Phone # to Contact You: \_\_\_\_\_ SS# \_\_\_\_\_

Address: \_\_\_\_\_  
Street # Street Name City State Zip

Local Address: \_\_\_\_\_  
(if different) Street # Street Name City State Zip

Height: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Is Applicant an:  Individual  Partnership  Society  Club  Corp

Business/Employer Name: \_\_\_\_\_

Business/Employer Address: \_\_\_\_\_  
Street # Street Name City State Zip

Explain the product/service to be peddled, solicited or vended and the nature of property or services involved:  
\_\_\_\_\_

Location of Peddling and/or Selling: Please circle one: Various Door to Door OR Stationary Location:

If Stationary please specify location: \_\_\_\_\_  
Street # Street Name City State Zip

New York State Sales Use Tax Number: \_\_\_\_\_

Days & Hours of Operation: \_\_\_\_\_

**Note:** No peddling, soliciting business activities shall be conducted before 9:00am or after the earlier of 8:00pm or dusk. List any/all municipalities (name and state) where you have conducted a peddling and/or solicited business during the past six (6) months: \_\_\_\_\_

Driver's License: (must present when submitting application)

State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration: \_\_\_\_\_



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**TOWN OF EVANS**  
**Peddler, Solicitor Permit Application**

**Applicant Name** Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Year \_\_\_\_\_

\*List any crimes AND violations resulting in arrest or conviction, including dates and locations:  
(Failure to disclose may result in rejection of application) \_\_\_\_\_  
\_\_\_\_\_

Are you a registered sex offender in New York State or any other territory in the United States?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Where: \_\_\_\_\_

State of New York  
County of Erie

I, the undersigned applicant for the Town of Evans, do hereby declare and swear that the foregoing statements are true to be the best of my knowledge and belief; and if a license is granted pursuant to this application, that I will comply with the laws of the State of New York, the rules, regulations and codes of the State and Federal governments relating thereto, and the ordinances of the Town of Evans governing such operations.

Applicant Print: \_\_\_\_\_  
First Name MI Last Name

**SIGN BEFORE A NOTARY.**

Signature (This signature indicates consent to having a background check performed.)

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

\_\_\_\_\_  
Notary Public, Erie County, New York

**BELOW FOR OFFICE USE ONLY**

\*\*\*\*\*  
APPROVED / DENIED (Please circle one)

\_\_\_\_\_  
**Signature of Chief of Police** \_\_\_\_\_ **Date**

\*\*\*\*\*  
**TOWN CLERK'S OFFICE USE ONLY.**

Type of ID: Driver's Lic or other \_\_\_\_\_

Dr Lic ID # \_\_\_\_\_

Identigo Fingerprinting Date \_\_\_\_\_

NYS Disability \_\_\_\_\_ Workman Compensation \_\_\_\_\_

Expiration Date

Expiration Date

Peddler, Solicitor License # \_\_\_\_\_ Issue Date \_\_\_\_\_