



LOWER POTTS GROVE TOWNSHIP

Board of Commissioners:

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www.lowerpottsgrove.org

SOLICITOR / PEDDLER PERMIT PROCEDURE

Lower Pottsgrove Township requires a Solicitor/Peddler Permit applicant submit the state run background check.

Below are step by step instructions for you to obtain the necessary background check:

Go to: <https://epatch.state.pa.us/Home.jsp>

Follow the instructions on the website to complete the process.

You will have (2) options:

Filing online, which is the quickest method for a return but you will need a credit card, or;

Submitting a paper request form and mailing it in (with a money order or certified check for the amount of \$10.00 payable to Commonwealth of Pennsylvania).

Once you receive the required documentation, please submit the application along with the background check(s). Please note; no application will be received without the necessary criminal history record.

Thank you for your anticipated cooperation.

LOWER POTTS GROVE TOWNSHIP ADMINISTRATION

LOWER POTTS GROVE TOWNSHIP
ITINERANT SOLICITOR, PEDDLER, OR TRANSIENT VENDOR LICENSE
APPLICATION FORM

FEE: _____

APPLICATION DATE: _____

Payable at time of filing (non-returnable)

PHONE NO. _____

Hours for soliciting are from 9 am until 5 pm

Name of Business/Organization _____

Address of Business/Organization _____

Description or nature of business and goods, property or service to be sold or supplied

Is delivery of goods, merchandise, publications or the like, to be made subsequent to the solicitation (yes) _____ (no) _____. If yes, explain the method of delivery _____

\$395.00 per six months for the first employee.

Name of Applicant _____

Address _____

DOB _____

Additional employees (\$95.00 fee for each additional employee; due at filing)

Name _____ Address _____

DOB _____

Name _____ Address _____

DOB _____

Name _____ Address _____

DOB _____

For additional employees, use back of form and furnish same information

**FAILURE TO FURNISH ALL INFORMATION AND ALL EMPLOYEES WILL RESULT IN
REFUSAL TO ISSUE OR CANCELLATION**

List ALL vehicles to be used (please use back side if additional space is needed)

| Make | Color | Registration No. | State |
|-------|-------|------------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Proof of Insurance
Carrier _____ Address: _____
Phone _____ Type of Coverage _____ Amount _____

List two (2) persons other than applicant's family, firm or organization who will vouch for integrity, solvency and responsibility of application

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List two (2) municipalities where applicant has previously solicited

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Has applicant ever been denied a permit by any municipality Yes No

If NO, please explain, including name of municipality _____

Under penalty of Law

I, _____, as applicant and/or agent for the additional applicants listed herein, do certify that I/we have never been arrested for a crime or violation of any municipal ordinance, excluding traffic offenses. I/we certify that the facts set forth in this application are true and correct to the best of my knowledge or information and belief. This certification is made subject to penalties of Section 4904 of the Pennsylvania Crimes Code (a8.C.S.4904), relating to unsworn falsification to authorities.

Signature _____ Date _____

Print above name _____

FOR OFFICIAL USE ONLY

Date received _____ Application date _____

Name of applicant(s)

Lower Pottsgrove Township Police Department - Results of background

Recommendation of Chief of Police

Permit Approved Yes No

Explanation _____

Township Manager Approval

Date

ISSUING AUTHORITY

Date Issued: _____ Expiration Date: _____

Issuing Authority Lower Pottsgrove Township

CONDITIONS

It is understood that the times of peddling/solicitation is from 9:00 a.m. to 5:00 p.m.

It is understood that this permit can be issued for the time period of six months. At the end of the listed time period, the permit will expire automatically. At that time, a new permit must be obtained and an additional fee paid.

Permit can be issued only for the purposes as stated in the application. If applicant wishes to solicit for another purpose, a new application must be made.

The issuance of this permit does not provide authority for the applicant, or their employees, to trespass upon private properties within the township. Responsibility is placed upon the applicant to secure written approval from Homeowners Associations or private property owners to solicit upon these properties in order to avoid trespassing violations.

Permit can be revoked at any time for just cause, upon the discretion of the Chief of Police. The applicant may request a written explanation of revocation. Request must be made in writing.

Permit MUST be carried at all times when soliciting in Lower Pottsgrove Township, and presented, upon request, to any person or police officer. Failure to do so will result in immediate revocation of permit.

Signature

Date

Print above name