



Ithaca Police Department
120 East Clinton Street, PO Box 6557, Ithaca, New York, USA 14851-6557

Pete Tyler, Chief of Police

Police Dispatcher: 607-272-3245 Police Administration: 607-272-9973

Solicitor Permit Application Tracking Form

**-FOR INTERNAL USE ONLY-
DO NOT WRITE ON THIS FORM**

Date Received:
IPD CR #
Date Approved/Denied:
License #
Date Effective:
Date Expires:
Approved/Denied by:

- _____ Completed Application
- _____ Photograph
- _____ Spillman Inquiry
- _____ Authority to Release Info
- _____ Copy of DLIC
- _____ DLIC Inquiry
- _____ Payment
- _____ Criminal History

Notes

Applications from Not-for-profit companies should be submitted to the Mayor's Office.
Applications from For-profit companies should be submitted to the Ithaca Police Department.

*******APPLICATION**

1. Name of applicant _____
2. Applicant's permanent address _____

3. Applicant's Ithaca address _____

4. Applicant's Date of Birth _____ 5. Telephone: Permanent _____ Cell _____

6. Address of person or organization represented _____

_____ Business Phone _____

If not the owner, list supervisor _____ Best Phone _____

7. Will you be using a vehicle, No Yes - If yes fill out a vehicle form for each. Total vehicles used _____

8. What kind of goods, wares, merchandise, advertising or services do you expect to solicit for? _____

9. What is your proposed method of solicitation, how will you contact your customers? _____

10. What is the proposed method of distributing / delivering the goods, wares, merchandise, advertising or services you are soliciting for?

(a) Delivery at time of sale

(A surety bond or \$5,000 cash must be provided to the City if you check either b, c, d, or e below)

(b) Advance payment (deposit or full), with future shipment to purchaser from outside New York State.

(c) Advance payment (deposit or full), with future shipment to purchaser from within New York State.

(d) Advance payment (deposit or full), with future shipment to applicant from outside New York State for distribution.

(e) Advance payment (deposit or full), with future shipment to applicant from within New York State for distribution.

(f) Other method (describe) _____

11. List dates you / any employee wish to solicit: Start Date _____ End Date _____

List time period of actual solicitation: Start Time _____ End Time _____

12. Will you have employees other than yourself engaged in the solicitation?

No Yes - If yes, how many _____ **(each employee will need to fill out an employee form)**

13. Do you claim an exemption? No Yes If yes, describe on what basis you are requesting the Exemption. **(You must attach verifying documentation)**

- I am a **merchant** who has an established place of business within the City of Ithaca.
- We are a **Not For Profit** organization.
- I have been **Honorably Discharged** from the United States Armed Forces.
- I have a **license provided by the County Clerk** as provided by § 32 of the General Business Law of the State of New York.
- I am / my company is engaged in **Interstate Commerce**.
- I am a **farmer** selling meats, fish, fruit, or farm produce that I produced.

If you are claiming any of the above exemptions you must supply sufficient documentation to support your claim.

14. Have you ever been convicted of a crime? (Misdemeanor or Felony) No Yes If yes, explain circumstances below:

Date of Conviction _____

Charge(s) you were convicted of _____

Penalty _____

Name of the Court _____

Address of Court _____

Phone number of Court _____

Provide a brief description of incident leading to arrest _____

If you have convictions for other dates and/or jurisdictions use a blank additional charge form, and provide with application.

NOTICE: FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

I, the undersigned applicant, do hereby certify that the foregoing statements and all attachments are all true and correct.

Dated _____, 20____.

Applicant's Signature



Ithaca Police Department
Authorization to Release of Information

Solicitor's Permit
 Peddler's Perm

Hawkers Permit
 Background Check

I hereby authorize you to furnish the Ithaca Police Department any and all information that you may have concerning me, my criminal record, my driving record, my work record, my school record, my reputation, and my financial and credit status. Please include any and all medical, physical, and mental records or reports including all information requested. This information is to be based to assist the Ithaca Police Department in determining my qualifications to obtain a license by the Ithaca Police Department.

I hereby release you, your organization, and others from any liability or damage that may result from furnishing the information requested above.

Applicant's Signature

Applicant's Name:
Date of Birth:
Applicant's Address:
Applicant's Social Security Number:

Affidavit

State of New York:

City of Ithaca:

Before me personally appeared the said _____,
who says that he/she executed the above instrument of his/her own free will and accord, with
full knowledge of the purpose thereof.

Sworn to and subscribed in my presence this _____ day of _____, _____.

Notary Public

Employee Information Form

Employee info:

1. Name of employee _____
2. Employee's permanent address _____
3. Employee's Ithaca address _____
4. Employee's Date of Birth _____ 5. Telephone: Permanent _____ Cell _____
5. Will you be using a vehicle, No Yes - If yes ensure your vehicle is added the vehicle form.

If using a vehicle, do not begin solicitation without displaying the vehicle identification issued by the Ithaca Police Department on your car.

6. Have you ever been convicted of a crime? No Yes If yes, explain circumstances below:

Date of Conviction _____

Charge(s) you were convicted of _____

Penalty _____

Name of the Court _____

Address of Court _____

Phone number of Court _____

Provide description of incident leading to arrest _____

If you have convictions for other dates and/or jurisdictions list each using an additional charge form.

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Dated _____, 20____.

Employee's Signature

Vehicle Information Form

List complete information for each vehicle that will be used

Vehicle #1

Plate # _____ State _____

Registered Owner _____ D.O.B. _____

Who will be operating the vehicle while engaged in solicitation? _____

Does the operator have a valid Drivers License? No Yes

Are you seeking a license for a year? No Yes (License will expire 12/31 of the year issued)

Start date of use - _____

Last day of use - _____

Year _____, Make _____, Model _____, Color _____

Vehicle #2

Plate # _____ State _____

Registered Owner _____ D.O.B. _____

Who will be operating the vehicle while engaged in solicitation? _____

Does the operator have a valid Drivers License? No Yes

Are you seeking a license for a year? No Yes (License will expire 12/31 of the year issued)

Start date of use - _____

Last day of use - _____

Year _____, Make _____, Model _____, Color _____

Vehicle #3

Plate # _____ State _____

Registered Owner _____ D.O.B. _____

Who will be operating the vehicle while engaged in solicitation? _____

Does the operator have a valid Drivers License? No Yes

Are you seeking a license for a year? No Yes (License will expire 12/31 of the year issued)

Start date of use - _____

Last day of use - _____

Year _____, Make _____, Model _____, Color _____

Copy Form If Additional Vehicles Will Be Used

Additional Charge Form

Use this form if you need to report additional criminal charges

Copy As Needed

Date of Conviction _____

Charge(s) you were convicted of _____

Penalty _____

Name of the Court _____

Address of Court _____

Phone number of Court _____

Provide description of incident leading to arrest _____

Date of Conviction _____

Charge(s) you were convicted of _____

Penalty _____

Name of the Court _____

Address of Court _____

Phone number of Court _____

Provide description of incident leading to arrest _____

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Dated _____, 20____.

Signature

Fee Calculation Sheet

You may use this sheet to figure what the cost will be for your permit. You can send a check for the amount calculated, however, be advised that your calculations will be checked against your application. If there is a discrepancy you will be contacted and that situation will be discussed prior to the application being processed. Calculations and determinations made by the city will prevail.

Exempt Applicant(not-for-profit companies) Fee: \$0.00 \$0.00

Total: \$0.00

or

Licensed Solicitor Fees

Non-Exempt applicant without vehicle **(one year)** Fee: \$100.00 _____

Non-Exempt applicant without vehicle **(monthly)**
_____ months x \$15 **(\$30 minimum)** _____

or

Non-Exempt applicant with vehicle **(one year)** Fee: \$200.00 _____

Non-Exempt applicant with vehicle **(monthly)**
_____ months x \$30 **(\$60 minimum)** _____

and

Additional vehicle **(one year)** _____ vehicles x \$100 _____

Additional vehicle **(monthly)**
_____ vehicles x _____ months x \$15 **(\$30 minimum per vehicle)** _____

and

Additional employee **(one year)** _____ employees x \$100 _____

Additional employee **(one year)**
_____ employees x _____ months x \$15 **(\$30 minimum per employee)** _____

Total _____

SOLICITORS RULES

§ 232-52 Activities regulated.

A.

Unlawful sales. A huckster, peddler or solicitor shall not falsely or fraudulently misrepresent the quantity, character or quality of any article offered for sale or offer for sale any unwholesome, tainted or diseased provisions or merchandise.

B.

Sanitary conditions. A huckster, peddler or solicitor shall keep the vehicles and receptacles used by him/her in a clean and sanitary condition and the foodstuffs and edibles offered for sale well covered and protected from dirt, dust and insects.

C.

Noises. A huckster, peddler or solicitor shall not blow a horn, ring a bell or use any other noisy device to attract public attention to his/her wares or shout or cry his/her wares.

D.

Use of vehicles. A huckster, peddler or solicitor shall not stand or permit the vehicle used by him/her to stand in one place in any street or public place for more than 10 minutes.

E.

Obstructions. A huckster, peddler or solicitor shall not create or maintain any booth or stand or place any barrels, boxes, crates or other obstructions upon any street or public place for the purpose of selling or exposing for sale any goods, wares or merchandise.

F.

Measuring devices. A huckster, peddler or solicitor shall not use any weighing or measuring device unless the same shall have been examined and sealed by the County Sealer of Weights and Measures.

[Amended 8-5-1992 by L.L. No. 3-1992]

G.

School premises. A huckster, peddler or solicitor shall not sell or offer for sale any product on the public highway within one street block of any school building in the City between the hours of 8:00 a.m. and 5:00 p.m.

H.

Appealing to sympathies. No peddler or solicitor shall, in order to effectuate or assist in any sale or solicitation, represent that he/she is engaged in any contest or in any way attempt to induce a sale or solicitation by appealing to the sympathies of the person so solicited.

I.

Soliciting on private property. No peddler or solicitor shall canvass or solicit on any private property or in any private or semipublic building without the consent of the owner or lessee thereof when a notice forbidding such general canvassing or soliciting has been conspicuously posted thereon.

For complete information refer to The Ithaca City Code Section 232



Ithaca Police Department

Solicitor Permit Application Instructions on how to obtain a Criminal History

In order to process your Solicitor Permit Application you will need to obtain your Criminal History from the New York State Department of Criminal Justice Services. Once you have obtained your Criminal History it will be your option to provide this information to IPD so that we may process your application. Providing this information is voluntary on your part; however it is required to process an application. Upon receiving your completed Solicitor Permit Application, including payment and Criminal History, we will evaluate your application and determine if your application will be approved or denied. The existence of Criminal History information is not an automatic disqualifier. The nature, date, and outcome will be evaluated along with other information you provide to make a final decision.

To obtain a copy of your criminal history please visit the following website:

<http://www.identogo.com/>

You may find additional information regarding your criminal history by calling (877) 472-6915 or visiting the following website:

<http://www.criminaljustice.ny.gov/ojis/recordreview.htm>