

Requirements for a Solicitation Permit:

- **Completed application for soliciting/peddling** – the information required includes but is not limited to the following:
 - All questions under “Applicant’s information”
 - Name and address of applicant’s employer
 - Name of the organization for which the applicant is peddling/soliciting for (if different from employer)
 - Type of goods, wares, merchandise
 - Length of time the peddling/soliciting will be carried on
 - The type and license of every vehicle to be used

Applications containing any unanswered questions/areas will be rejected until completed.
- **Two (2) clear color 1”x1” head and shoulder photos** - Photos must have a solid single-color background (preferably not black), no hats can be worn, and no group photos are accepted. If the submitted photos are not as requested, they will not be accepted.
- **Full identification** - If not providing the original at the Borough office a clear legible color copy must be submitted.
 - Valid State Driver’s License
 - ID containing applicants’ photo and address
- **Criminal record background check – originals (no copies), provided by the applicant**
 - Residents of PA exclusively since age 18 – Pennsylvania State Police Request for Criminal Records Check only
 - Residents of another state since age 18 – Federal Criminal History Record Information (CHRI) – FBI Report
The best site to use for the federal process is:
<http://keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>
Use Service Code 1KG756
- **Non-refundable fee of \$150.00 payable to the Borough of Franklin Park**

I have attached our Solicitation Ordinance 620-2014 and Solicitation Application. You can also follow the link to our website page to submit your application online:
<https://www.franklinparkborough.us/379/Solicitation-Permits>. Feel free to give me a call should you have any questions.