

Requirements for a Transient Retail Business Permit:

- **Completed application** for soliciting/peddling – the information required includes but is not limited to the following:
 - All questions under “Applicants 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 (no hats please)
- **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 applicant’s 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
- **A valid copy of any required State or County license**
- **Non-refundable fee of \$150.00 payable to the Borough of Franklin Park**