



# Borough of Pottstown

Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464-9525

Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464  
610-970-6520 fax 610-970-6599

## PERMIT FOR SOLICITING

**APPLYING FOR:** \_\_\_\_\_ Solicitor \_\_\_\_\_ Flyer/Pamphlet Distribution  
\_\_\_\_\_ Transient Retail Merchant

### Organization / Company Information

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Items or Service Being Solicited: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (Expires 12/31)

**\*MUST PROVIDE A CURRENT CERTIFICATE FROM HEALTH DEPARTMENT IF  
ANY TYPE OF FOOD IS BEING HANDLED \***

\*\*\*\*\*

### Main Contact Information:

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

Number of years with Organization / Company \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Ht. \_\_\_\_\_ Wt. \_\_\_\_\_ Hair Color \_\_\_\_\_

SS#: \_\_\_\_\_ Driver's License # \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED? ( ) YES ( ) NO If yes, explain;

Approved / Denied by: \_\_\_\_\_ Date: \_\_\_\_\_ Cost \$ \_\_\_\_\_

\_\_\_\_\_  
Pottstown Police Dept.

\_\_\_\_\_  
Borough Manager's Office

List NAME, DOB, and SOCIAL SECURITY NUMBER for **EACH INDIVIDUAL** soliciting with the group. Each is required to submit page 2 of this application, along with a current State run background check, as explained on page 4 of this application.

Each must carry a copy of the Permit and their company ID while Soliciting.

NAME	DATE OF BIRTH	SOCIAL SECURITY #

IN REFERENCE TO:

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ Soc.Sec. # \_\_\_\_\_

**BUSINESS AND/OR PERSON REQUESTING INFORMATION:**

Company: Borough of Pottstown Phone: 610-970-6520

Address: 100 E High St, Pottstown, PA 19464

Person Requesting Information: Licensing & Inspections Dept

Purpose of Records Check: \_\_\_\_\_

AUTHORIZATION:

I hereby authorize the above named Business/Person to do a Criminal Records Check on my background.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**DO NOT WRITE BELOW THIS LINE ↓↓↓ -- OFFICIAL USE ONLY**

( ) No record of arrest with conviction.

( ) The following arrests and convictions:

DATE	CHARGES	DISPOSITION

Date: \_\_\_\_\_ Central Services Officer: \_\_\_\_\_

Borough of Pottstown

SOLICITOR / PEDDLER PERMIT  
FLYER/PHAMPHLET DISTRIBUTION  
TRANSIENT RETAIL MERCHANT  
ADULT BUSINESS LICENSE PROCEDURE

A Solicitor/Peddler Permit applicant must submit a **current** state run background check for each person applying, along with this application.

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

Go to: [www.psp.state.pa.us](http://www.psp.state.pa.us)

On the left is a drop down menu. Choose: "PUBLIC SERVICE"

This brings you to a page of links. Choose: "Obtain a criminal history record"

Follow the instructions on the website to complete the process.

Once you receive the required documentation, submit it along with the completed application. An application will not be accepted without the necessary criminal history record.

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