

Instructions to Applicants Village of Larchmont Peddlers and Solicitors Permits

Are you looking to solicit your goods or services door-to-door in the Village of Larchmont? If so, a permit is required.

The steps outlined below will aid you in the process to obtain a permit. Please understand that as applications vary, so do the requirements. **You may be required to provide additional information, or take additional steps, to be considered for a Peddlers/Solicitors permit in the Village of Larchmont.**

Follow These Steps

- You must complete the application form in its entirety. One application per solicitor is required. All paperwork for you, your group, and/or your company must be submitted as a complete package or it will be rejected.
- A letter on your letterhead, or your company's letterhead, must be submitted with the application(s). The letter must explain, in detail, your request. Be sure to include the dates and times that you would like to solicit in the Village, the number of solicitors that would be involved, the purpose for your solicitation and the overall goal you would like to reach.
- Have a photograph taken for identification card purposes and submit a copy with your application. Photograph should be full head from the shoulders up, similar to a passport, then e-mailed to: Lt. Kenneth Olsen; kolsen@larchmontpolice.org.
- Submit a check, *made payable to the Village of Larchmont*, for the permit fee(s). *Fees are set by the Board of Trustees and may be amended at their discretion.*
 - \$25 for a three-month period (per solicitor)
 - \$75 for a six-month period (per solicitor)
 - \$100 for a one-year period (per solicitor)
- Once all paperwork has been received and is deemed complete, the information will be transmitted to the Village of Larchmont Board of Trustees. You or your representative will be required to attend a regularly scheduled Village Board meeting and present your request in public to them for consideration.
- If approval is received from the Board of Trustees, your application(s) will then be turned over to the Larchmont Police Department for further review and potential criminal background check.
- If the Police Department determines that you **do** qualify for the Peddlers/Solicitors license, they will inform the Village Clerk's Office. The license and identification cards for each solicitor will be provided to you by the Clerk's Office, approximately two weeks after final approval. *If a solicitor loses his/her identification card, a fee will be charged for its replacement.*
- If the Police Department determines that you **do not** qualify for a Peddlers/Solicitors license, no further appeal may be made, and your application(s) will be deemed "Not Approved." Your check and the photographs will be returned to you at that time.

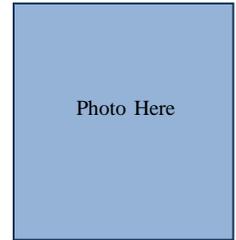
Have Questions? Contact the Village Clerk's Office at (914) 834-6230, press 1.

**APPLICATION FOR PEDDLERS AND SOLICITORS PERMIT
VILLAGE OF LARCHMONT**

PLEASE PRINT

Applicant's Information

Date _____



Name _____
Last First Middle

Address _____
Street City State Zip

Home Phone _____ Business Phone _____

SSN _____ DOB _____ SEX _____ HEIGHT _____ Ft. _____ In

Place of Birth _____

DRIVER'S LICENSE INFORMATION (or Non Driver's License)

License No. _____ (include copy w/application) Issuing State _____

Business Information

Name, Address, Phone Number, and Tax I.D. number of person, firm or corporation applicant represents if other than applicant

Description of Business, Trade or Occupation for which permit is requested. Description should include:

- Dates and Times Business will Operate:

- Vehicle(s) to be Used (including License Plate Numbers):

- Area of Village to be Covered:

- Details of Products & Services Offered:

I hereby affirm under penalty of perjury that the information I have provided above is true.

Applicant's Signature

For Use by Village of Larchmont

Application Submitted to Board of Trustees: _____

Decision by Board of Trustees: Yes _____ No _____ Meeting Date: _____

Length of Time Approved: _____

For Use by Larchmont Police Department

Application Received _____

Criminal Background Check: Required _____ Not Required _____

Date Background Check was completed & approved _____

Identification Card Issued: Yes _____ No _____

Signature of Authorizing Police Dept. Representative: _____

Date Approved: _____

For Use by Village Clerk's Office

Print Name of Person Picking Up Permit & Identification Cards _____

Signature of Representative _____

Date Picked Up _____

Permit No. _____ Date Issued _____ Expires _____

Number of Identification Cards Issued _____

Fee Paid \$ _____ Check / Cash

Date Identification Cards Returned _____