

**Village of Larchmont
Peddlers and Solicitors Permits
Instructions to Applicants**

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 form 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. Please review the days and times solicitation is allowed in Larchmont:

Monday through Friday- 10:00 AM to 7:00 PM
Saturdays- 10:00 AM to 5:00 PM
No Sundays and Holidays
- Each solicitor must have a passport size photograph taken for identification card purposes. Photograph should be full head from the shoulders up, then e-mailed in jpeg format along with solicitor's name and company name 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.*
 - \$75 for a three-month period (per solicitor)
 - \$150 for a six-month period (per solicitor)
 - \$200 for a one-year period (per solicitor)
- Once all paperwork has been received, reviewed and is deemed complete, the information will be transmitted to the Village of 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 SOLITICITOR'S PERMIT
VILLAGE OF LARCHMONT**

Applicant's Information

DATE: _____

NAME _____
 LAST **FIRST** **MIDDLE**

ADDRESS _____
 STREET **CITY** **STATE** **ZIP**

HOME PHONE _____ **E-Mail** _____

SSN _____ **DOB** _____ **SEX** _____ **HEIGHT** _____ **Ft** _____ **In** _____

Place of Birth _____

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

LICENSE No. _____ (include a copy of license w/application) **STATE** _____

Business Information

NAME of BUSINESS _____

ADDRESS _____
 STREET **CITY** **STATE** **ZIP CODE**

BUSINESS PHONE _____ **E-MAIL** _____

SUPERVISOR _____ **PHONE** _____

TAX ID NO. _____

Description of Products & Services Offered:

LENGTH of PERMIT REQUESTED (circle one) 3 Months 6 Months 1 Year

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

Applicant's Signature

For Use by Larchmont Police Department

Date Received _____

Background Check: Required _____ **Not Required** _____

Date of Background Check _____

Date Approved _____ **Expires** _____ **Denied** _____

Signature _____ **Date** _____

For Use by Village Clerk's

Date Received _____

Date Approved _____ **Expires** _____ **Denied** _____

Fee Paid \$ _____ **Check #** _____ **Cash**