

# Solicitation Permit

1. Fill out application.

The applicant must have two pictures and a driver's license for identification.

2. Copy both sides of driver's license for file.
3. The two photos must be 2"x2" (passport size). We keep the photos for our records/solicitation card.
4. The Application fee is **\$200.00 for 6 months. (Cash, Certified Bank Check or Money Order).**  
**Note: if application is denied, money is not refundable.**

5. Fill out State Police Criminal Records Check and either go on line at [epatch.state.pa.us](http://epatch.state.pa.us) or mail the application to 1800 Elmerton Ave, Harrisburg Pa 17110 to obtain Records Check. The State Police do charge a fee. The Records check must be submitted with the application.  
**No back ground check shall be older than 10 days prior to the date the application is filed.**

If a solicitor is planning to sell from private property (such as a service station), he/she must obtain a letter from the proprietor to giving permission for sale of such merchandise. This letter must be given to Michael McAndrew, Code Enforcement Officer to be approved by the Zoning Hearing Board.

6. When completed, the application goes to the police for clearance.

Once completed you will receive a call from the police department to pick up your solicitation permit.



## **GUIDELINES FOR SOLICITATION WITHIN WHITPAIN TOWNSHIP**

It is to be understood that the permit can be issued for a six (6) month period and at the end of the six (6) months from the date of issue the permit must be reissued and an additional fee paid. Soliciting permitted between the **hours of 9:00 a.m. – 9:00 p.m.**

Permits can be issued only for the purpose shown above and if the applicant wishes to solicit for another purpose, a new application must be made.

Permit card will not be transferred or loaned from the person whose photograph and identity appears on the card, to any other person. This will render the permission invalid and may not be renewed.

Permit can be revoked at any time, for just cause upon the discretion of the Township authorities.

UPON REQUEST THE PERMIT MUST BE DISPLAYED TO ANY PROSPECTIVE CUSTOMER ANY POLICE OFFICER.

Persons in violation of the Ordinance under which this permit is issued will be subject to a fine of \$300.00 together with the costs of prosecution, or, in default thereof, shall suffer imprisonment not to exceed thirty (30) days in the County Prison.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## APPLICATION FOR PERMIT FOR SOLICITATION

### Application Information

Date: \_\_\_\_\_

Name in Full: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Address at which applicant will receive notices under this ordinance

\_\_\_\_\_

Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Driver's License Number and State: \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Color of Hair: \_\_\_\_\_

Color of Eyes: \_\_\_\_\_ Sex: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

Identifying Scars (if any): \_\_\_\_\_

Has applicant ever been arrested for any crime \_\_\_\_\_ If so, explain \_\_\_\_\_

\_\_\_\_\_

### Business Information

Request Permit for: \_\_\_\_\_

Nature of Business or Activity: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

### Vehicle Description

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate & State: \_\_\_\_\_ Owner: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Permit Granted  
By \_\_\_\_\_

Permit #: \_\_\_\_\_

**PENNSYLVANIA STATE POLICE  
REQUEST FOR CRIMINAL RECORD CHECK  
1-888-QUERYPA (1-888-783-7972)**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

**TRY OUR WEBSITE FOR A QUICKER RESPONSE**  
<https://epatch.state.pa.us>

REQUESTER NAME	
ADDRESS	
CITY/STATE/ZIP CODE	
TELEPHONE NO. (AREA CODE)	

<b>FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER</b>
<b>AFTER COMPLETION MAIL TO:</b> PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758  <b>DO NOT SEND CASH OR PERSONAL CHECK</b>
<b>CHECK ONE BLOCK</b> <input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$22.00, PAYABLE TO: <b>“COMMONWEALTH OF PENNSYLVANIA”</b> THE FEE IS NONREFUNDABLE  <input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$27.00, PAYABLE TO: <b>“COMMONWEALTH OF PENNSYLVANIA”</b> THE FEE IS NONREFUNDABLE  <input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

<b>SUBJECT OF RECORD CHECK</b>				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

**The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.**

**FEEES FOR REQUESTS - \$22.00. NOTARIZED FEE REQUESTS - \$27.00.  
\*\*\*MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA \*\*\***

<b>REASON FOR REQUEST</b>				
◀◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶				
<input type="checkbox"/>	<b>INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$27.00 FOR REQUEST)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADOPTION (DOMESTIC)</b>	<b>EMPLOYMENT</b>	<b>VISA</b>	<b>OTHER</b>	

**WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.**