

## **ROSS TOWNSHIP SOLICITATION FORM SUBMITTAL PROCEDURE**

Applicants for a peddler or solicitor license must file in person with the Township Manager, or his designee, a sworn application in writing on form to be furnished by the Township. The following information is required for issuance of a license:

**The application must be fully completed and notarized prior to submission. A Pennsylvania State Background Check is required for each solicitor and must be included with the application. Incomplete applications or those missing background checks will not be accepted.**

Please provide one photograph of the applicant and each such agent and/or employee which shall be approximately two inches by two inches in size, showing the head and shoulders in a clear and distinguishing manner.

Once the permit has been approved by the Township Manager, each solicitor will be issued a name badge, a copy of the Do Not Solicit list, and the Ross Township Solicitation Ordinance. Solicitors are required to carry these items with them at all times while conducting solicitation activities.

### **Procedure for Submitting a Solicitor or Peddler Application to Ross Township:**

- Print the *Solicitor or Peddler Application*.
- Have the completed application notarized.
- Submit the notarized application along with all required supporting documents.
- Applications may be submitted by mail, in person, or via email to **[squigley@ross.pa.us](mailto:squigley@ross.pa.us)**.
- The solicitation permit fee is **\$60.00 per solicitor** for a 15-day period.
- If you wish to pay by credit card, please indicate this on the application form and provide a valid email address for invoicing.

