

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**.
- 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.



ROSS TOWNSHIP
1000 Ross Municipal Drive
Pittsburgh, PA 15237
Phone: (412) 931-7055 Fax: (412) 931-3508

APPLICATION FOR PEDDLER OR SOLICITOR

APPLICANT INFORMATION

Applicant Name: _____ Email: _____
Home Address: _____ Phone: _____
City, State, Zip: _____ Fax: _____
Local Address (if different from home): _____
Physical Description: Race: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Date of Application

Signature of Applicant

COMPANY / ORGANIZATION INFORMATION (If not an individual)

Company Name: _____ Email: _____
Address: _____ Phone: _____
City, State, Zip: _____ Fax: _____

DESCRIPTION OF SOLICITATION

Please describe the nature of the canvas or solicitation and a description of the purpose or cause(s) for which the canvas or solicitation is being made. _____

DATES AND VEHICLE INFORMATION

Dates of canvassing: _____ Routes or list of streets involved: _____

Vehicle Make: _____ Model: _____ Year: _____ Color: _____ License Plate State and #: _____

STATEMENT OF TRUTH (For all applications)

COMMONWEALTH OF PENNSYLVANIA COUNTY OF ALLEGHENY

Deponent, being duly sworn, says they are the:

☐ I or any agents / employees **have not** been convicted of, or plead guilty to, a felony or misdemeanor involving moral turpitude, and that all the statements and data furnished with this application are true and correct.

☐ I or any agents / employees **have** been convicted of, or plead guilty to, a felony or misdemeanor involving moral turpitude, and that all the statements and data furnished with the application are true and correct. The following is a list of the dates and places of such convictions and the offense and penalties imposed:

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

Applicant Signature

Applicant Printed Name

DO NOT WRITE BELOW THIS LINE - TOWNSHIP USE ONLY

Additional information required to be submitted with application or provided by Township:

Proof of registration of PA sales/use Tax: ☐ Yes ☐ No Proof of registration of Township Business Tax: ☐ Yes ☐ No

Two photographs of each applicant approximately 2" x 2" in size, showing the head and shoulders: ☐ Yes ☐ No

PA State Background Check: ☐ Yes ☐ No

Do Not Solicit list provided to applicant: ☐ Yes ☐ No

Fee: \$60.00

Application Accepted: _____ Date: _____
Township Manager

Permit #: _____ Date Issued: _____ Invoice #: _____ Check #: _____