



## Town of Hanover

**Walter L. Sweeney**  
*Chief of Police*

## Police Department

129 Rockland Street / PO Box 214  
Hanover, MA 02339-0214  
Telephone: 781-826-3811  
Fax: 781-826-7993

### INSTRUCTIONS FOR APPLYING FOR A SOLICITATION PERMIT

1. Page 1 of the application must be filled out completely by owner/manager of business, firm, group or organization.
2. Page 2 must be filled out completely by each individual person who intends to actually do the soliciting. **Please attach information on each driver and each vehicle as requested (i.e.: copy of driver's license and registration).**
3. The completed application needs to be turned into the Hanover Police Department; at that time all information will be run both in our in-house computer system and through a CORI check.
4. The Hanover Police Department will then contact the applicant on Page 1 within 20 days on whether a solicitation permit has been issued or the application has been denied. Please refer to the Town of Hanover Solicitation By-Law for more information.
5. Once an application has been approved a fee of \$25.00 for 1 to 4 people, \$50.00 for 5 to 9 people, or \$100.00 for 10 or more people must be paid at the Hanover Police Department. If paying by check please make the check payable to The Town of Hanover. The permit must be carried at all times when soliciting within the Town of Hanover.
6. All permits are issued for 60 days. If a permit needs to be extended a written request must be submitted by the applicant on Page 1 and turned into the police department. If a permit has expired over 30 days the process of applying must be restarted and the applicable fee will be charged.



**REQUESTED INFORMATION UPON APPROVAL FOR A PERMIT.**

FOR EACH PERSON WHO WILL BE CANVASSING, PLEASE PROVIDE THE FOLLOWING INFORMATION:

FULL NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_  
CELL #: \_\_\_\_\_

PRIOR ADDRESS (if at above address less than 3 years):

\_\_\_\_\_  
\_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_ DOB: \_\_\_\_\_

DRIVERS LICENSE OR REGISTRY #: \_\_\_\_\_ STATE: \_\_\_\_\_  
(Attach Copy)

HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF ANY CRIME? Yes/No  
If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THERE IS A PERMIT FEE PER APPLICATION THAT MUST BE PAID TO THE TOWN OF HANOVER COLLECTOR UPON APPROVAL OF THE SOLICITATION PERMIT.**

MAKE AND MODEL OF VEHICLE: \_\_\_\_\_  
VEHICLE PLATE # \_\_\_\_\_ STATE: \_\_\_\_\_