



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. A nonrefundable solicitation permit fee must be paid to process applications. If paying by check please make payable to The Town of Hanover. No cash will be accepted with applications unless arrangements have been made with the Chief's Administrative Assistant to pay in person. ***SCHEDULE OF FEES:*** \$25.00 for 1 to 4 people, \$50.00 for 5 to 9 people, or \$100.00 for 10 or more people. Applications must be turned in at the same time to qualify for group rates.
5. 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. If issued, the permit must be carried at all times when soliciting within the Town of Hanover. Please refer to the Town of Hanover Solicitation By-Law for more information.
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.



TOWN OF HANOVER
HANOVER, MASSACHUSETTS 02339

Board of Selectmen

(781) 826-2261 (781) 826-5010

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Approved: _____

Disapproved: _____

APPLICATION FOR SOLICITATION PERMIT
TOWN OF HANOVER
(Please print or type)

To be completed by manager/owner of company:

CONTACT NAME ALL FOR SOLICITING: _____

***PLEASE NOTE THIS PERSON MUST BE AVAILABLE AT ALL TIMES DURING SOLICITATION HOURS AND DATES.**

CONTACT NUMBER: _____

BUSINESS/COMPANY NAME: _____

BUSINESS/COMPANY ADDRESS: _____

STATE PURPOSE OF SOLICITING: _____

I UNDERSTAND THAT SOLICITATION PERMITS ARE GRANTED AT 60 DAY INTERVALS ONLY: YES NO

I UNDERSTAND THAT SOLICITATION HOURS ARE ONLY PERMITTED FROM 10:00 AM THROUGH DUSK: YES NO

TIME PERIOD OF SOLICITING: Dates: _____
Hours: _____

I UNDERSTAND THAT THERE ARE APPLICATION FEES THAT MUST BE PAID AT THE TIME OF SUBMITTING APPLICATIONS AND ARE NONREFUNDABLE. YES NO

***PLEASE REFER TO INSTRUCTIONS FOR SCHEDULE OF FEES**

ARE YOU REGISTERED WITH ALL NECESSARY STATE AGENCIES? Yes/No

I UNDERSTAND THAT EACH SOLICITOR IS TO CARRY A PHOTO ID THAT CLEARLY IDENTIFIES HIM/HER AND YOUR ORGANIZATION? YES NO

I UNDERSTAND THAT EACH SOLICITOR IS TO CONDUCT HIM/HERSELF COURTEOUSLY AND PROFESSIONALLY AT ALL TIMES? YES NO

Signature of Applicant

Date

Organization of Applicant

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)

I UNDERSTAND A VALID COPY OF DRIVERS LICENSE OR A PICTURE ID IS REQUIRED FOR THE APPLICATION TO BE PROCESSED: YES NO

HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF ANY CRIME? YES NO

If Yes, please explain: _____

I UNDERSTAND THAT THE CHIEF HAS 20 DAYS TO APPROVE OR REJECT THIS APPLICATION: YES NO

I UNDERSTAND THAT THIS PERMIT IS NON-TRANSFERABLE AND VALID FOR THE PERSON WHOSE INFORMATION IS CONTAINED THEREIN AND ONLY FOR THE PURPOSE STATED: YES NO

MAKE AND MODEL OF VEHICLE: _____
VEHICLE PLATE # _____ STATE: _____

I UNDERSTAND A VALID COPY OF THE VEHICLE REGISTRATION IS REQUIRED FOR THE APPLICATION TO BE PROCESSED: YES NO

I UNDERSTAND THAT THE APPLICATION WILL BE REJECTED IF NOT COMPLETE: YES NO

I UNDERSTAND THAT THE APPLICATION WILL BE REJECTED IF NOT ANSWERED TRUTHFULLY: YES NO