



## SALEM POLICE DEPARTMENT CRIMINAL INVESTIGATION DIVISION

95 Margin Street  
Salem, Massachusetts 01970  
Detective Sergeant Kristian Hanson  
Phone: 978-744-0171 x277 E-Mail: [khanson@salempd.net](mailto:khanson@salempd.net)

### LICENSING OF HAWKERS, PEDDLERS, SOLICITORS & CANVASSERS

#### Application and Instructions



Salem Police Department : 95 Margin Street : Salem, Massachusetts 01970 : 978-744-0171

(revised 02/20/14)

## **READ ALL THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION**

### **FALSE STATEMENTS**

Information provided by the Applicant is done so under the Pains and Penalties of Perjury. Any false statements or information may be grounds for rejection/denial of the license.

### **INCOMPLETE INFORMATION**

Fill out the application completely. Licenses may be denied if information is omitted.

### **PHOTOGRAPHS**

Submit 1 recent passport sized photograph of the applicant with the application.

### **PAYMENT**

Submit a check for the \$100, made payable to "The City of Salem Police Department". This fee is non-refundable. Payment is by cashier's check or postal money order. Credit cards or debit cards are not accepted.

### **GOVERNMENT IDENTIFICATION**

Applicants must produce valid government issued identification.

### **FINGERPRINTING**

Read the enclosed City Ordinance and Salem Police Policy and Procedures pertaining to the fingerprinting of license applicants.

Submit a check for the \$30, made payable to "The Commonwealth of Massachusetts". This fee is non-refundable. Payment is by cashier's check or postal money order. Credit cards or debit cards are not accepted.

Submit a completed and signed "Civil Fingerprinting Consent Form" (supplied in this packet).

### **SUBMITTING THE APPLICATION**

Bring the application, one photograph, two checks, and the signed "Civil Fingerprinting Consent Form" to the Salem Police Department during the business hours of Monday-Wednesday-Friday 4:00 PM – 6:00 PM or Tuesday-Thursday 8:00 AM – 4:00 PM, except holidays.

### **LICENSE ISSUANCE/DENAIL**

By Ordinance, the investigation of license applicant must be completed within seven days.

Should an application be denied, an appeal can be made to the City Council.

Salem Police Department

LICENSE APPLICATION FOR DOOR-TO-DOOR CANVASSING & SOLICITING

In accordance with the City of Salem Ordinance, Section 28-91, the following application for a license to conduct door-to-door canvassing & soliciting must be completed in full :

PERSONAL INFORMATION		
Name:	_____	_____
	Last	First Middle
Date of Birth:	____ / ____ / ____	Place of Birth: _____
Social Security Number:	_____ - ____ - ____	
Height:	_____	Weight: _____
Eye Color:	_____	Hair Color: _____
Telephone Number (1):	(____) _____	--
Telephone Number (2):	(____) _____	--
RESIDENTIAL ADDRESS		
Number-Street-Apartment	_____	City _____ State _____
LOCAL ADDRESS		
Number-Street-Apartment	_____	City _____ State _____
BUSINESS INFORMATION		
Name of Business:	_____	
Telephone Number:	(____) _____	--
Number-Street-Apartment	_____	City _____ State _____
PRODUCT INFORMATION		
Name of Business:	_____	
Telephone Number:	(____) _____	--
Number-Street-Apartment	_____	City _____ State _____
BUSINESS DESCRIPTION		
Provide a brief description of the nature of the business and the goods to be sold.		

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**MOTOR VEHICLE INFORMATION**

Provide information of the vehicle used while conducting business in Salem.

Year	Make	Model	Color
Registration Number		State	

**DURATION OF BUSINESS**

Length of time you will intend to conduct business in Salem: \_\_\_\_\_

**AFFIRMATION**

I do hereby state under the pains and penalties of perjury the information provided herein is true:

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

Signed: \_\_\_\_\_

**ADDITIONAL INFORMATION TO HELP COMPLETE THE APPLICATION**

RESIDENTIAL ADDRESS - Where you live, receive mail, etc. when not working door-to-door.

LOCAL ADDRESS - Where you are staying locally while conducting business (hotel, motel, etc).

BUSINESS INFORMATION - The name of the company you are working for (e.g. marketing firm).

PRODUCT INFORMATION - Meaning the business you are marketing for (e.g. Smith Marketing is going door-to-door selling for Acme Alarms).



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CIVIL FINGERPRINTING CONSENT FORM

I, \_\_\_\_\_, consent to the collection of my fingerprints as part of the application process for a license allowing Hawkers, Peddlers, Solicitors and Canvassers to conduct business in the City of Salem.

I acknowledge and understand that my fingerprints will be searched against the database maintained by the federal Bureau of Investigation.

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date