

JAMES CITY COUNTY
POLICE DEPARTMENT
4600 Opportunity Way
Williamsburg, VA 23188
Telephone: (757) 253-1800

**INFORMATION
TO ASSIST YOU IN APPLYING FOR A
SOLICITATION PERMIT FOR NON-CHARITABLE PURPOSES**

(The following information is a brief outline from the James City County Code, Chapter 18, Solicitation for Non-charitable Purposes. It is not intended to be complete. Applicants should make themselves familiar with the entire Ordinance on Soliciting for No charitable Purposes.)

Permits are required for any persons planning to solicit in James City County under the following circumstances:

1. Any individual, whether a resident of the county or not, going house to house to take or attempting to take orders for sales of goods, merchandise or subscriptions, of any nature.
2. The wares, merchandise, or subscriptions of any nature are for future delivery or services to be furnished or performed in the future.
3. Individual is collecting advance payments on such sales.
4. Solicitor is acting on his own behalf or for another person, corporation or organization.
5. Solicitor or corporation or organization hires, leases, uses or occupies any building, structure, lodging house, apartment, shop or any other place within the county for the sole purpose of exhibiting samples and taking orders for future delivery.
6. Any person, whether a county resident or not, traveling by foot, wagon, automotive vehicle, motor truck, or any other type of conveyance, from house to house, or from street to street, carrying, conveying or transporting goods, wares and merchandise, offering and exposing the same for sale, or making sales or delivering articles to purchasers.
7. Any person who, by traveling from house to house, shall sell or offer goods, wares and merchandise for sale from a wagon, automotive vehicle, motor truck, railroad car, or other vehicle or conveyance; provided that one who solicits orders and, as a separate transaction, makes deliveries to purchasers as a part of the scheme or design to evade the provisions of this chapter, shall be deemed a peddler, hawker or huckster, subject to the provisions of Chapter 18, Solicitation for Non-charitable Purposes.

To apply for a Solicitation Permit: Each applicant must submit the following documents:

1. Application for Non-charitable Solicitation Permit (Application forms are available at the James City County Police Department).
2. Two letters of character reference.
3. \$10.00 Application fee (cash, check or credit card accepted)
(Make check payable to: Treasurer of James City County).
4. A bond for \$500.00 or certified check in the amount of \$500.00 if any money is received, demanded or accepted as payment or deposit in advance of final delivery of goods, wares, merchandise, product or services.
5. Two passport photographs taken within the last 60 days of submitting application.
6. Have fingerprints taken at the James City County Law Enforcement Center located at 4600 Opportunity Way, Williamsburg, Virginia. Mon & Fri only 9am-12pm, Weds 1pm-4pm, \$10 fee

Once you have the support documents assembled, submit them along with the Non-charitable Solicitation Application and payment of \$10.00 (paid by cash, check or credit card/make check payable to Treasurer of James City County).

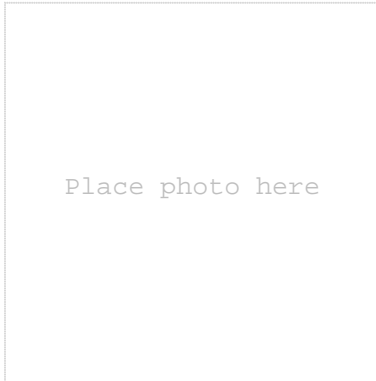
If you have any questions, please call Belda Santiago at 757-253-1800

Solicitation Permit Check List

- Application** (*complete, true & accurate*)
- Two Character Reference Letters**
- \$10.00 Application Fee** (*can be paid by cash, check or credit card*)
- Two passport photos taken within the past 60 days** (*no photocopies*)
- Bond or Cashier's Check**
- Fingerprints** (*can be obtained at the JCC Police Dept, Mon & Fri 9am-12pm,
Weds 1pm-4pm/\$10 fee*)



Application for Non-Charitable Solicitation Permit



Application for permit to solicit under Section 18-2 of the James City County Solicitation Ordinance.

1. Name of applicant _____ Phone _____
Address of applicant _____
Name of Firm/Organization _____ Phone _____
Address of Firm/Organization _____

2. Names of applicant's principal officer, manager, and/or director:

<u>Name</u>	<u>Office</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. The following goods, wares or merchandise will be offered for sale during this solicitation:

4. a. Will you demand, accept or receive payment or deposit of money in advance of final delivery of the goods offered in this solicitation? _____
b. If payment will be made in advance of final delivery of the goods offered in this solicitation, does a bond or certified check in the amount of \$500.00 accompany this application in accordance with Section 18-6 of the James City County code? _____

5. The proposed dates for the beginning and ending of the solicitation are:

Beginning date: _____ Ending date: _____

6. The method or methods to be used in conducting the solicitations are as follows: (Explain in detail)

7. Has the applicant or any officer, agent, professional fundraiser or professional solicitor thereof ever been convicted of a felony? (Application will be denied if any felony convictions are found)

8. Has the applicant or any officer, agent, professional fundraiser or professional solicitor thereof ever been convicted of a misdemeanor in any jurisdiction regarding fraud, selling, vending, peddling, hawking, canvassing or any other criminal misdemeanor excluding minor motor vehicle violations? If yes, explain each conviction in detail, supplying dates. Motor vehicle violations such as DUI, Hit and Run, and Habitual Offender are not considered minor. Application will be denied if more than one misdemeanor conviction is found.

9. Does applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement of the County of James City or by any department or officer thereof?

10. The following is additional information believed by the applicant to be useful to the County Administrator in determining the kind and character of the proposed solicitation:

List the following information for all vehicles to be used in the solicitation:

<u>Make/Year</u>	<u>Color</u>	<u>License Number and State</u>

11. All of the above statements are true to the best of my knowledge, information and belief. I, as applicant, have attached a photograph and two letters of character reference to be filed with this application. I, as applicant, consent to be fingerprinted and have a record check made by the James City County Police Department in accordance with Section 18-5(b) of the James City County Solicitation Ordinance. I, as applicant, have reviewed Ordinance 146A-2 of the James City County Code regarding solicitation.

Applicant's Signature: _____

Print Name

Date

Notary Certification

COMMONWEALTH OF VIRGINIA
County of James City, to wit:

Subscribed and sworn to before me, this _____ day of _____, 20_____,
by the above-named _____.

My commission expires: _____

Notary Public

Notary Registration No.: _____

----- **FOR OFFICE USE** -----

Application support documentation:

Application: _____
Date Received

Application Fee: _____ / _____
Amount Date Paid

Photo: _____
Date Received

Two Letters of Reference: _____
Date Received

Fingerprints taken on: _____ / _____
Date Results

Criminal History Check: _____ / _____
Date Received Results

Driving Record Check: _____ / _____
Date Received Results

Application Approved by: _____ Date _____
Name/JCC Police Department

Permit No.: _____

Permit issued on: _____

Permit expires on: _____