



**City of Mount Vernon, New York
SOLICITOR'S LICENSE**

Fees: \$200.00

ID Badges: \$5.00

Application Instructions:

1. Fill out application completely. Applications must be legible. Please type or if filling out by hand, please print. **(Address must include your City, State, and Zip Code)**
2. Application must be signed before a notary.
3. All applicants **(New & Renewal)** must be fingerprinted. Fingerprinting instructions are enclosed. **Attach Fingerprint receipts to application.**
4. **Two (2) Passport photos must accompany the application.**
Your passport photographs must be:
 1. In color.
 2. 2 x 2 inches in size.
 3. Printed on thin, photo-quality paper.
 4. Taken within the past 6 months, showing current appearance.
 5. Full face, front view with a *plain white or off-white background*.
 6. Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head.
5. Fees must be filed with application. Company checks or money orders should be made payable to the **"City of Mount Vernon"**. Completed, notarized application(s) can be mailed or delivered to the following address: **Office of the City Clerk, Room 104, City Hall, 1 Roosevelt Square, Mount Vernon, NY 10550.**

If you have any further questions, please contact Ms. Stephens at (914) 665-2333 or nstephens@cmvny.com.

FINGERPRINTING INSTRUCTIONS

As of 2/4/2010, people needing to be fingerprinted must contact MorphoTrust USA to make an appointment. Please follow the instructions below.

Go to www.identogo.com or call MorphoTrust USA toll free at (844) 321-2124 to schedule an appointment to be fingerprinted. Print out the confirmation page if possible and bring it along with you to your appointment.

Contact MorphoTrust USA for appointment instructions and payment options.

You will need the following info to schedule your appointment:

ORI Number: NY0590300

Fingerprinting Reason: Peddler/Solicitor

YOU MUST TURN YOUR FINGERPRINTING RECEIPT IN WITH YOUR APPLICATION. FINGERPRINTS EXPIRE SIX (6) MONTHS FROM THE DAY THEY ARE TAKEN.

License # _____
 Fee Paid \$ _____



City of Mount Vernon, New York
APPLICATION FOR CANVASSING OR SOLICITING LICENSE
 Pursuant to Chapter 194 of the City Code

Name _____ Phone No (____) _____
 Address _____ City _____ State _____ Zip _____
 Prior Residences for the past three years _____

Date of Birth ___/___/___ Height ___"___' Weight ___ Soc. Sec. # ___-___-___
 Eye Color ___ Hair Color ___ Marital Status: Single Married
 Are you a U.S. Citizen: Yes No, If naturalized, give date of naturalization ___/___/___

Present Employer _____
 If self-employed, Name of Firm _____
 Address _____

Employment for the past five years

Name	Address
_____	_____
_____	_____

What are you canvassing or soliciting? _____
 Company you are canvassing/soliciting for _____
 Address _____ Phone No _____

Please list any Peddling, vending, canvassing or soliciting licenses now or previously held in any state or municipality, by the applicant. _____

Please list and give details for any licenses that have been revoked or suspended. _____

If applicant has been charged with any felonies or misdemeanors, please list disposition of each charge:

SWORN AND SUBSCRIBED TO BEFORE
 ME THIS ___ DAY OF _____, 20__

 Notary Public or Commissioner of Deeds

 Signature of Applicant

Approved By:

_____	_____	_____	_____
Commissioner of Police	Date	City Clerk	Date

Chapter 194. PEDDLING AND SOLICITING

Article II. Canvassing and Soliciting

§ 194-21. License required; exceptions.

It shall be unlawful for any person to enter upon private residential property in the City of Mount Vernon without prior consent of the occupant for the purpose of canvassing, vending or soliciting orders for any merchandise, device, books, periodical or printed matter whatsoever: or for the purpose of soliciting alms, or for a subscription or contribution to any church, charitable or public institution whatsoever; or for the purpose of distributing any handbills, pamphlets, tract, notice or advertising matter, except where expressly provided for in Chapter 145 of the Code of the City of Mount Vernon; or for the purpose of selling or distributing any ticket or chance whatsoever, without first having obtained a license from the office of the City Clerk and without the prior consent of the occupant of the premises, except that no license shall be required:

- A. Of any holder of a license granted pursuant to § 32 of the General Business Law.
- B. For the soliciting of orders for, or the vending or offering for sale of, meats, fish, fruit or farm products by farmers or other persons who produce the same.
- C. Of any person who has been a bona fide resident of the City of Mount Vernon for at least six months last past, or of any person who has maintained a place of business in the City of Mount Vernon for at least six months prior thereto, or his duly authorized representative.

§ 194-22. License application.

- A. Each application for a license required by this article must be filed with the City Clerk of the City of Mount Vernon and must be accompanied by the required license fee. Such application shall be on a form provided by the City Clerk and must be sworn to before a notary public and contain, among other things, the following information concerning the applicant:
 - (1) Applicant's name, residence, place of residence for past three years previous, date and place of birth, height, color of eyes and hair, whether a citizen of United States, and if naturalized, the place and date of securing such citizenship.
 - (2) Names and addresses of past employers for the past five years.
 - (3) Name and address of present employer and name and address of immediate supervisor.
 - (4) Whether single or married.
 - (5) All felonies or misdemeanors with which applicant has been charged and the disposition of each such charge.
 - (6) What, if any, licenses for peddling or vending issued by any state, municipality or other such authority have previously been held by applicant.
 - (7) All instances in which any such licenses may have been revoked or suspended and the details thereof.

- (8) Any other information of similar nature that may reasonably be required.
- B. No license shall be issued to a person who has been convicted of a felony or to a person convicted of a misdemeanor involving theft or moral turpitude.

§ 194-23. Photographs and fingerprints.

[Amended 4-13-1989; approved 4-13-1989]

Each application for a license required by this article shall be accompanied by a photograph, in duplicate, in passport size, and also the fingerprints of both hands of the person applying for the license and of each assistant and employee who shall be so engaged within the City. If the applicant be a corporation, such photograph and fingerprints of each agent or employee who shall be so engaged within the City shall be submitted with the application. The fingerprints shall be placed upon cards provided by the Commissioner of Public Safety and shall be taken under his/her supervision by a senior police officer, and at such a place as the Commissioner shall designate. The Commissioner of Public Safety shall have the authority to submit the fingerprints of the applicant, together with the required fees, to the Division of Criminal Justice Services or other appropriate agency for processing and investigation. No application for a soliciting license shall be approved nor any license issued under the provisions of this article until after the commanding officer of the Bureau of Criminal Identification in the Department of Public Safety has reviewed and examined the criminal history record information disseminated by the Division of Criminal Justice Services. No license shall be granted to any applicant who has been convicted of any felony or any misdemeanor involving violence, dishonesty or deceit.

§ 194-24. Fees.

[Amended 9-26-2012, approved 9-27-2012]

If the applicant satisfactorily meets the foregoing requirements for the issuance of a license required by this article, the City Clerk shall issue to the applicant a license upon the payment of a fee of \$200 for a term of one year.

§ 194-25. Identification card.

[Amended 9-26-2012, approved 9-27-2012]

The City Clerk shall also issue to each person receiving a license a pocket card containing the photograph of the licensee, assistant or employee, as the case may be, the name and residence address of such licensee, assistant or employee and the name of the employer licensed hereunder, if any, and bearing the notation that such card is a license to canvass, vend or solicit and an imprint of the Official Seal of the City of Mount Vernon affixed thereto. The City Clerk shall be required to collect from each person to whom such card is so issued the sum of \$5.

§ 194-26. Hours of business.

No person shall canvass, vend or solicit under a license issued pursuant to this article except during the hours from 9:00 a.m. to 6:00 p.m. on Monday through Saturday of each week, other than legal holidays.

§ 194-27. Restrictions.

Editor's Note: This section, formerly § 194-37, was renumbered as § 194-27 6-26-2002, approved 6-27-2002. Should an owner, tenant or manager of private property display a sign prohibiting canvassing or soliciting, the permit granted hereunder shall not authorize the permittee to enter upon such property. Further, no permittee should engage in any unconsented touching of another person or interfere with the pedestrian or vehicular traffic flow while conducting his or her solicitation. Disregard of such prohibitions shall result in revocation of the permit.

§ 194-28. Penalties for offenses.

Editor's Note: This section, formerly § 194-27, was renumbered as § 194-28 6-26-2002, approved 6-27-2002. Any person who shall violate, neglect or refuse to comply with any of the provisions of this article shall, upon conviction thereof, be punished by a fine of not exceeding \$250 or by imprisonment not exceeding 15 days, or both.

§ 194-29. Severability.

Editor's Note: This section, formerly § 194-40, was renumbered as § 194-29 6-26-2002, approved 6-27-2002. Should some or any one provision under this article be held unconstitutional by a court, nothing herein shall affect the validity of the remaining provisions. Editor's Note: Former Art. III, Religious Organizations, adopted 5-23-1979 as Ch. 4-B of the General Ordinances of the City of Mount Vernon, as amended, which immediately followed this article, was repealed 6-26-2002, approved 6-27-2002.

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100