

**CITY OF MIDDLETOWN
OFFICE OF THE CITY CLERK**

APPLICATION/RENEWAL FOR SOLICITOR'S LICENSE

I, applicant, do hereby make application for a Solicitor's License in the City of Middletown, NY, pursuant to the City of Middletown Chapter 353 of the Code of the City of Middletown, and declare that the following information is true and accurate:

1. Name _____ DOB _____
2. Age _____ Height _____ Weight _____ Eye Color _____
3. Hair Color _____ Place of Birth _____
4. Legal Address: _____
Last Five years _____

5. Business _____
6. Address: _____
Employer last five years _____

7. Telephone Number : (____) _____
8. Cell Phone Number: (____) _____
9. Email: _____
8. Name and Address of Employer: _____

9. Description of Business or Service Rendered: _____

10. Location of Services To Be Rendered: _____

11. Time Which Business or Services will Be Rendered: _____

12. Name, Local Address & Phone of Person Immediately in Charge of Business: _____

13. If the Applicant is employed by another, the name, address and telephone number of such person, firm, association, partnership or corporation: _____

14. Will commercial vehicle be used? Yes _____ No _____ (see information on following page).

Source of power or energy to be used in the conduct of vending _____

By placing their signature upon this application, the applicant hereby agrees to the terms and conditions set forth in Chapter 353, Section 13 of the Code of the City of Middletown, a copy of which is attached to this application.

Signed: _____

Notary Public

Sworn to before me this _____ day of

_____,

Commercial Vehicle Information:

Every commercial vehicle used by a licensee shall prominently display the name of the licensee and his address on both sides of the vehicle, in letters and figures two inches in height.

The following must be submitted with this application:

Two full face photographs of the applicant taken within at least 30 days of the application and measuring at least 1 1/2 inches by 1 1/2 inches.

- Whether or not the applicant has ever been convicted of a felony, misdemeanor or violation of any municipal ordinance, except traffic violations, and, if so, the date, court, ordinance violated and sentence of the court.
- Whether the applicant has been previously licensed in any occupation and if so, when, where and for what periods and if such previous license was ever revoked, the date of revocation and the reason thereof.
- Fingerprints.
- The name and address of the person, firm or corporation the applicant represents or is employed by.
- The particular business, trade or occupation, for which the license is requested, including a brief description of the nature of the business and the kinds of goods or services to be peddled, hawked or solicited.
- The manner or means of conveyance in which said business or trade or occupation shall be conducted.
- If the application is for a license to handle food in any form, the applicant shall submit a valid permit issued by the Orange County Health Department indicating compliance with the provisions of the Orange County Public Health Regulations.
- If the applicant requires the use of weighing and/or measuring devices, such application shall be accompanied by a certificate, not more than six months old, from the Orange County Sealer of Weights and Measures certifying that all weights and measuring devices to be used by the applicant have been examined and approved.

- If the application involves the use of a motorized vehicle, proof that:
 - a. The applicant holds a valid state drivers license.
 - b. Such vehicle has a valid state motor vehicle registration.
 - c. The applicant's vehicle is insured in accordance with the requirements of New York State law and this chapter; a description of the vehicle, including size, name and means of locomotion. The insurance must provide for coverage in at least the following amounts:
 1. For death or injuries to any one person, at least \$250,000.
 2. For death or injuries arising out of any one accident, at least \$500,000.
 3. For property damage limits, at least \$100,000.
 4. All such insurance policies shall name the City of Middletown as an additional insured and must require that the City be notified in the event of any changes in such policies, which changes include, but are not limited to, cancellation of the policies and changes in the policy limits.
- If the application involves the use of a non-motorized vehicle, the applicant shall provide:
 - a. the size of the vehicle.
 - b. the means of locomotion.

Proof that the applicant holds a New York State sales tax identification number.

(a) In the event that any other license or permit shall be required by any other governmental agency in connection with applicant's business, the same shall be produced by the applicant and the City Clerk shall duly note the same.

(b) Any change in circumstances with regard to the information provided in the application on the license shall be reported to the City Clerk within 30 days.

Fees:

- a. Annual fee for hawkers, peddlers and vendors per license: \$250.
- b. Semiannual fee, per six-month period per license: \$150.
- c. Replacement fee, lost/stolen license: \$75.
- d. Badge Fee \$20.00
- e. Background Check fee is \$20.00

Costs:

- a. The cost of the criminal history record check required by Section 353-4
- b. Any other costs incurred by the City in connection with the application except the cost of salaries paid to City employees who are involved in processing the license application.

License fees and costs shall be collected by the City Clerk or the City Treasurer at the time of the application and are not refundable, nor are they to be prorated or abated.

The amount of fees and costs may be changed from time to time by action of the Common Council of the City.

Section 353-6. Duration of licenses.

All annual licenses issued hereunder shall terminate on the 30th day of April next succeeding the issuance thereof. All semiannual licenses shall terminate six months from the date of issuance thereof.

Section 353-7. Renewal of license.

License renewal applications shall be made in person to the City Clerk, who shall issue the same in accordance with the terms of this chapter. The City Clerk, before issuing a renewal of an existing license, shall request the Chief of Police of the City to investigate whether the applicant is of good character and repute and if there have been any change in circumstances involving the applicant from the date of the issuance of the previous license. The Chief of Police shall furnish to the City Clerk, in writing, the information derived from such investigation, together with a recommendation as to whether the renewal should be granted or refused. The criminal history record as provided for in Section 353-4 (b) and the fingerprints required pursuant to Section 353-3 (a) (8) shall be valid for one year from the date thereof. All other requirements under Section 353-3 must be met.

Section 353-8. Nontransferability of license.

No license issued under the provisions of this chapter may be used or displayed at any time by any person other than the person to whom the license is issued to and whose name and

- It shall be unlawful for any licensee to ply his or her trade before the hours of 9:00 a.m. and after the hours of 5:00 p.m. unless the hours are extended by the City Clerk for reasonable cause.

SOLICITORS LICENSE CHECK LIST

Chapter 353 of the Middletown City Code

- Hours 10:00 AM to 5:00 PM only
- Application – Every solicitor must fill out application
- Application notarized for each applicant
- Valid State Drivers License of each applicant
- Valid Motor Vehicle Registration of each vehicle
- Certification of Department of Weights and Measurers if needed
- Two (2) Full Face Picture – 1 ½ inches by 1 ½ inches of each applicant
- Fingerprints of each applicant with compliance form
- Background Check of each applicant with compliance form
- Current Orange County Health Department Permit
- Current Insurance Certificate – City of Middletown as an additional insured
- Current Workers Compensation Certificate
- New York State Sales Tax ID number
- Payment – Check
 - Annual fee \$250.00 per applicant
 - Semi-Annual six-month fee \$150.00 per applicant
 - Badge Fee \$20.00 per applicant
 - Background Check Fee \$20.00 per applicant



16 James Street.
Middletown, NY 10940

www.middletown-ny.com

845-346-4166
845-344-5428 Fax

I acknowledge receipt of the separate stand alone disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by (**The City of Middletown**) at any time after receipt of this authorization and throughout my **volunteer time**, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net**.

I do _____ do not _____ authorize you to contact, through IntelliCorp Records, Inc., *my current* employer for Employment and Reference Verifications. (*Checking "I do" will authorize inquiries to the Human Resources Department and to any listed supervisors.*)

I also consent to have any legally required notices sent electronically.

Printed Name

Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under
the age of 18)

Date

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. IntelliCorp expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

PERSONAL DATA

_____	_____	_____
Last Name	First Name	Middle Name
_____		_____
Current Address		Dates Lived Here
_____	_____	_____
Date of Birth	Other Names Used (including maiden name)	Years Used
_____	_____	_____
Social Security Number	Driver's License #	DL State

Email address (may be used for official correspondence)		

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent.

However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

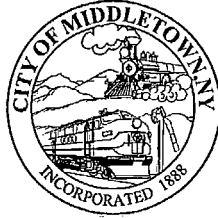
As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display

on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:



16 Main Street
Middletown, NY 10940

www.middletown-ny.com

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DISCLOSURE REGARDING CONSUMER REPORT BACKGROUND CHECK

The City of Middletown may obtain information about you from a third party consumer reporting agency for [Criminal Background Check]. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records").

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net.**

Signature: _____

Date: _____