



**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 \$30.00

**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 \$30.00 per applicant