



## **FRANKLIN PARK BOROUGH** **TRANSIENT RETAIL BUSINESS PERMIT REQUIREMENTS**

All individuals soliciting/peddling in Franklin Park Borough must have a permit. The Borough does not allow for shadowing or drivers without permits.

- The application form must be completed and signed by the applicant. The information required on the application includes but is not limited to the following:
  - All questions under “Soliciting Information”
  - All questions under “Applicant’s information”
  - Name of the organization for which the applicant is peddling/soliciting for (if different from employer)
  - Type of goods, wares, merchandise
  - Length of time the peddling/soliciting will be carried on
  - The type and license of every vehicle to be used

**\*\*Applications containing any unanswered questions/areas will be rejected until completed.\*\***

- Two (2) clear color 1”x1” head and shoulder photos - **Photos must have a solid single-color background (preferably not black), no hats can be worn, and no group photos are accepted.** If the submitted photos are not as requested, they will not be accepted.
- Full identification - If not providing the original at the Borough office, a **clear legible color copy** must be submitted.
  - Valid State Driver’s License
  - ID containing applicants’ photo and address
- Criminal record background check – **originals (no copies)**, provided by the applicant
  - Residents of PA exclusively since age 18 – Pennsylvania State Police Request for Criminal Records Check only (valid for one year) - <https://epatch.state.pa.us/>
  - Residents of another state since age 18 – Federal Criminal History Record Information (CHRI) – FBI Report (valid for one year)  
The best site to use for the federal process is:  
<http://keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>  
<https://www.identogo.com> - Use Service Code 1KG756
- A valid copy of any required State or County license or permit.
- Non-refundable fee of \$150.00 payable to the Borough of Franklin Park.
- The Borough Ordinance may be found on-line at [www.franklinparkborough.us](http://www.franklinparkborough.us), Chapter 154 of the Code of the Borough of Franklin Park, “Peddling and Soliciting”.
- You will receive a copy of the No Solicitation List when you pick up your permit. It shall be a violation for a peddler or solicitor to go upon any property listed on the No Solicitation List.
- It shall be a violation for any peddler, solicitor or canvasser to go upon any property on which the owner or resident has posted a no Soliciting, Peddling, or Canvassing or similar sign.

You can also follow the link to our website page to submit your application online:

<https://www.franklinparkborough.us/379/Solicitation-Permits>.