

BRISTOL POLICE DEPARTMENT
SOLICITORS & CANVASSERS LICENSE INSTRUCTIONS

Application can be downloaded or provided by the Police Department. An applicant pays the \$15 investigation fee. A separate license application is required for each sales person. Application must be signed in front of a Notary Public; Police Dept. Records Division can notarize.

- A "**canvasser**" or "**solicitor**" is defined as any individual, eighteen (18) years of age or older, whether a resident of the city or not, traveling by foot or by any type of conveyance, from place to place, from house to house or from street to street, taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery, including, among other things, the sale of books and magazines, or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale or whether he is collecting advance payments on such sales or not, provided that such definition shall include any person who, for himself or for another person, hires, uses or occupies any building, structure, tent, railroad boxcar, boat, hotel room, lodging house, apartment, shop or any other place within the city for the sole purpose of exhibiting samples and taking orders for future delivery.

LICENSE REQUIREMENTS:

1. Applicant must provide a color photograph (2" x 2") taken within the past 60 days of head and shoulders.
2. Applicant must have background check completed through Police Department, and the Chief of Police must sign additional approval sheet provided by PD.
3. A Certificate of Insurance must be submitted and approved by the City of Bristol Comptroller's Office.
Please obtain Comptroller's signature **before submitting application to the Police Dept.**
4. The license is valid and comes into effect on the date Chief of Police approval is authorized; see fee schedule below for license expiration.
5. Fill out top and bottom sections of the application. Make a copy to the applicant. Keep original in the file (file by permit number/CFS). The provided copy (with Chief's signature) *IS* the solicitor or canvasser's license.
6. Update *Permits* log sheet.

EXEMPTIONS:

Sales to retail or wholesale establishments.
Person having a regular place of business within the City the past 12 months. One who takes orders or sells for a person having a regular business in the past 12 months.
Farmers and gardeners selling produce from their Bristol farms.
Non-Profit organizations approved by the State.
Tag sales by residents of Bristol.
Items sold by veterans eligible for exemption under C.G.S. Sec. 21-30 and are residents of Connecticut.

FEES:

A separate \$15.00 non-refundable investigation fee ***must*** accompany each new application.
License fee schedule: \$10.00 per week, or;
 \$40.00 per month, or;
 \$75.00 per year (\$37.50 after July 1)*

**Annual licenses expire on December 31st of the year issued.*