

East Lampeter Township

Transient Retail Business

Permit Application Packet

(General Soliciting)

**This entire packet must be completed and returned to the
East Lampeter Township Police Department.**

The following items must be completed and submitted as part of this application process:

- Page 1: Read and sign that you understand the conditions of the Transient Retail Business Ordinance.
- Page 2: Complete the Criminal Background Check.
 - Page 2 requires you to complete and submit a criminal history check through the P.A.T.C.H. system. You **MUST** print a copy of your P.A.T.C.H. criminal record check (Whether you have a criminal record or not, the original printed summary must be submitted). The cost is \$10, and you pay this directly to the state through the P.A.T.C.H. website.
- Page 3: Complete the Transient Retail Business (General Soliciting) Application.
- Submit the \$50 initial application processing fee and \$25 for each permit applied for per month for up to six consecutive months.
 - Applicants must reapply and complete background check every six (6) months.
 - \$50 initial application processing fee is due only at the beginning of any consecutive term.

**** Be sure to submit a separate application for each person soliciting****



EAST LAMPETER TOWNSHIP POLICE DEPARTMENT

2250 Old Philadelphia Pike Lancaster, PA 17602
Dispatch (717) 664-1180 Toll Free 1-800-957-2677
Office (717) 291-4676 Fax (717) 291-4671

CHIEF OF POLICE
Stephen B. Zerbe

CAPTAIN
James D. Shank

TRB Regulations and General Information: (Please Read Carefully)

1. Any person convicted of a felony or a crime involving moral turpitude may be denied a permit, at the discretion of the township.
2. Loudspeakers, horns or noises of any kind are prohibited for use.
3. Photographs will be mandatory for all applicants.
4. A criminal history check will be mandatory for all applicants; any information discovered by the criminal history check will be put on file with the East Lampeter Township Police Department.
(See Pages 2 & 3 for additional information regarding the P.A.T.C.H. Criminal Record Check)
5. Permits must be exhibited in plain view at all times while conducting business.
6. Altering, defacing or transferring permits is strictly prohibited.
7. No applicant may enter any property without first obtaining permission from the owner or person(s) in control of such property.
8. Hours of solicitation shall be between 9:00 a.m. and 8:00 p.m. ONLY. Solicitation on Sundays and Legal Holidays is strictly prohibited.
9. The initial application fee for a permit to conduct Transient Retail Business is **\$50.00**. Each solicitor fee is **\$25.00** per month, up to a maximum of six (6) consecutive months. Renewal after six (6) months requires reapplying and resubmitting a new background check, but not the initial \$50.00 fee.
10. It is unlawful to sell any product or type of product not mentioned in the permit.
11. The issuance of a Transient Retail Business permit IS NOT an endorsement by the Township of East Lampeter or the East Lampeter Township Police Department.

CERTIFICATION:

I hereby certify that there are no willful misrepresentations or falsifications of facts in the statements made herein or on any other document herein attached. I am aware that should an investigation disclose such misrepresentations or falsifications, I will be disqualified from receiving a permit to conduct transient retail business within the Township of East Lampeter, PA. I shall also adhere to, and I understand, the provisions set forth in the East Lampeter Township Ordinance, *Chapter 13 relating to Transient Retail Business*. ***I also understand that violations of these provisions are punishable by a fine of up to \$600 and, in default of payment of said fine and costs, a term of imprisonment not to exceed 30 days. Each day that a violation of this Ordinance continues shall constitute a separate offense.***

Applicant's Signature

Date



Submitting for Your Own Criminal Record Check

Criminal Record Check

A criminal record check is required to be completed and submitted to the Pennsylvania State Police using the Pennsylvania Access to Criminal History (P.A.T.C.H.) program. The applicant shall perform a criminal record via the Pennsylvania State Police (P.A.T.C.H) system. This record check can be done directly on the Pennsylvania State Police website.

The applicant is solely responsible for submitting the appropriate information (and fees) for this Criminal Record Check. It's findings, whether a criminal record is indicated or not, must be submitted to the East Lampeter Township Police Department, along with the Transient Retail Business application.

How to get your own criminal record check

You may get a criminal record check by an internet request. This request is done through the P.A.T.C.H. Program (Pennsylvania Access to Criminal History). P.A.T.C.H. accepts Visa, Discover, Master Card and American Express. Results are immediately available. The web site is: <http://www.psp.state.pa.us/patch/site>

YOU MUST PRINT THE RESULTS and submit the printed results with your completed application. Even if you do not have a criminal record, the results must be printed and submitted with the Transient Retail Business application.

All of the below listed items must be submitted to the East Lampeter Township Police Department to receive consideration in being issued a permit to conduct Transient Retail Business in East Lampeter Township, Lancaster County, Pennsylvania.

1. Criminal Record Check findings (print out the summary page(s), whether a criminal record is indicated or not, bring the original printed P.A.T.C.H. record)
2. Completed Transient Retail Business application.
3. **Fifty (\$50) dollar initial permit application fee.**
4. **Twenty-Five (\$25) dollar monthly fee per solicitor. (Six months maximum purchase.)**

Once you submit your Criminal Record, completed Transient Retail Business application and appropriate fee, the police will fingerprint and photograph you.

After the above requirements are completed, the application will be reviewed for approval. Upon approval, a Transient Retail Business permit will be available for pick up at the police station within three (3) business days.



Transient Retail Business Application

(General Soliciting Permit)

This application must be completed for **each** person wishing to conduct transient retail business in the Township of East Lampeter. **PRINT NEATLY.**

Applicant's Information:

Name: _____ Date of Birth: _____

Address: _____ Home Phone: () _____

City: _____ State: _____ Zip: _____ Cell Phone: () _____

Other Names Used in the Past (Maiden, Etc.) _____

Height: _____ Weight: _____ Color of Hair: _____ Color of Eyes: _____ Race: _____ Sex: _____

Tattoos: _____

Driver's License Number: _____ State: _____

Last Date Solicited: _____ City: _____

If Issued, Soliciting Permit Number: _____ Issued By: _____

Next Soliciting Location/City: _____ Date: _____

Do you have any prior East Lampeter Township Solicitation complaints? : YES _____ NO _____

Explain: _____

Organization/ Business Information:

Name: _____

Address: _____ Phone Number () _____

City: _____ State: _____ Zip: _____

Brief Description of goods/services to be sold: _____

Soliciting for Funds Only: YES _____ NO _____

For Official Use Only

