



Town of Kingston

POLICE DEPARTMENT

Maurice J. Splaine
Chief of Police

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Notice to Solicitor Permit Applicants

Individuals who desire to engage in door-to-door sales in the Town of Kingston are required to be registered with the Kingston Police Department. The Town has established a \$50.00 fee for a Solicitor's Permit and a \$15.00 fee for the picture identification card.

Note: Applications will not be processed without the required \$50.00 application fee. Please make all checks or money orders payable to the "Town of Kingston". Cash is not accepted for payment. The application fee is non-refundable. Payment shall be made when the application is submitted.

Step 1: The applicant is to submit all application forms at least 14 days prior to the start of the door-to-door solicitation. Businesses must be verified as part of the permit process.

Step 2: The police department will contact you to schedule an appointment. Your application will be reviewed, questions answered, and your picture will be taken during the appointment

Step 3: The department will then conduct a brief background investigation. The investigation will include your past criminal history and employment verification as required by the General By-Laws of the Town of Kingston.

Step 4: The individual will be notified of the approval and/or denial of the solicitor's application. If approved, the applicant shall then submit a check and/or money order to the "Town of Kingston" in the amount of \$15.00 for a picture identification card. Payment is to be made when the applicant receives their Solicitor's Identification Card. The identification card will be available for pick up at the front desk.

All solicitor permits are valid for not more than 90 days. After 90 days, individuals are required to obtain a new solicitor's permit and are responsible for all associated fees.

Please read and understand the Town of Kingston's By-Laws pertaining to solicitor permits. Frequently asked questions can easily be answered there. See the Town's General By-Laws at www.Kingstonmass.org

Do not submit this page with your application. Please retain for your records.