

UPPER GWYNEDD POLICE

1 Parkside Place, P.O. Box 1, West Point, PA 19486

www.uppergwynedd.org police@uppergwynedd.org

Emergency: 9-1-1 Non-Emergency: 215-699-5861

Administrative: 215-699-5862 Fax: 215-699-3799



"Community First"

Solicitor Applicant Information

Unless otherwise exempt, as listed in 137-12 of the Upper Gwynedd Township Code, anyone wishing to solicit or peddle within Upper Gwynedd Township is required to first obtain a permit. Below are the requirements that must first be met in order to be considered for a permit.

1. Submit a fully completed application form
2. Submit \$100 in cash or certified check with application (\$50 will be refunded if the application is denied)
3. Submit a **COMPLETED** FBI Criminal History Summary Check (Frequently called a Background Check or Criminal History check)
<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>
4. Include a recent 2"x2" (Passport Photo Size) color photo of their head and face
5. The applicant must then make application, under oath, with the Chief of Police of said Township.
6. Applicant **MUST** agree to comply with ALL regulations as set forth in section 137 of the Upper Gwynedd Township Code.

Within 14 days after registering and successfully meeting all application requirements with the Township Police Department, as aforesaid, each solicitor or peddler shall be issued a license or permit. Unless he shall have been convicted of a crime involving moral turpitude, theft or other crime betraying public trust, he shall be permitted to solicit or peddle within the Township for the licensed period beginning on the date such license or permit is issued. Said permit period shall end on the expiration date thereof, not more than 30 days after issuance. A one-time thirty-day extension may be granted by the Chief of Police to solicitors deemed to have complied with all aspects of this chapter.

- Solicitation is only allowed between the hours of 9am and 5 pm Monday through Saturday
- There is NO Sunday soliciting
- Permit must be worn on the outer most garment at all times while soliciting
- Permits may not be transferred to any other person
- The chief of police may revoke the permit at any time for just cause including but not limited to the regulations listed here in.



**UPPER GWYNEDD TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2013-005

AN ORDINANCE AMENDING § 137-3 and 137-5 OF CHAPTER 137 OF THE UPPER GWYNEDD TOWNSHIP CODE OF ORDINANCES REVISING THE APPLICATION PROCEDURE FOR A LICENSE OR PERMIT TO SOLICIT OR PEDdle WITHIN UPPER GWYNEDD TOWNSHIP BY REQUIRING SUBMITTAL OF AN FBI BACKGROUND CHECK, THE APPLICANT'S LOCAL ADDRESS AND PHONE NUMBER AND A COLOR PHOTOGRAPH OF THE APPLICATION AND PROVIDING FOR THE ISSUANCE OF A LICENSE OR PERMIT WITHIN FOURTEEN (14) DAYS OF MEETING APPLICATION REQUIREMENTS AND PROVIDING THAT THE PERMIT OR LICENSE SHALL EXPIRE NO LATER THAN THIRTY (30) DAYS AFTER ISSUANCE.

NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED by the Board of Commissioners of Upper Gwynedd Township as follows:

Section 1: Chapter 137, § 137-3 of the Upper Gwynedd Township Code of Ordinances is hereby revised to read as follows:

§ 137-3 Application procedure.

Every person desiring to engage in soliciting or peddling in the Township of Upper Gwynedd shall first obtain an FBI Criminal History Summary Check (frequently referred to as an FBI Background Check). The Summary Check must be submitted at the time of application. The applicant must then make application, under oath, with the Chief of Police of said township. Upon such application, such person shall give his name, address, local address and phone number, sex, previous criminal record, if any; the name and address of the person for whom he works, if any; the type or types of article, device, subscription, contribution, service or contract which he desires to sell or for which he wishes to solicit within the township; and the type and description of the vehicle he uses, if any, and its registration number. The applicant shall also attach a recent 2 inch by 2 inch color photograph. An individual license shall be required for each helper or other person soliciting. No license issued under this chapter shall be transferable from one person to another.

Section 1: Chapter 137, § 137-5 of the Upper Gwynedd Township Code of Ordinances is hereby revised to read as follows:

§ 137-5 Issuance of licenses and permits.

Within fourteen (14) days after registering and successfully meeting all application requirements with the Township Police Department, as aforesaid, each solicitor or peddler shall be issued a license or permit. Unless he shall have convicted a crime involving moral turpitude, theft or other crime betraying public trust, he shall be permitted to solicit or peddle within the township for the licensed period beginning on the date such license or permit is issued. Said permit period shall end on the expiration date thereof, not more than thirty (30) days after issuance. A one-time 30-day extension may be granted by the Chief of Police to solicitors deemed to have complied with all aspects of this ordinance. Such permit shall not be transferable and shall be worn upon his person in plain view.

Section 3. Effective Date. This Ordinance shall become effective five (5) days after its enactment.

Section 4. Severability. In the event that any section, sentence, clause, phrase or word of this Ordinance shall be declared illegal, invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not prevent, preclude or otherwise foreclose enforcement of any of the remaining portions of this Ordinance.

Section 5. Repealer. All Ordinances or parts of Ordinances inconsistent herewith or in conflict with any of the specific terms enacted hereby, to the extent of said inconsistencies or conflicts, are hereby specifically repealed.

ORDAINED and ENACTED this 28th day of October, 2013.

**BOARD OF COMMISSIONERS
UPPER GWYNEDD TOWNSHIP**

By: _____
Kenneth E. Kroberger
President

Attest: _____
Leonard T. Perrone
Secretary

**UPPER GWYNEDD TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2019-01

**AN ORDINANCE AMENDING CHAPTER 137 OF THE UPPER
GWYNEDD TOWNSHIP CODE OF ORDINANCES PROVIDING
FOR A DO NOT KNOCK LIST AND REGULATIONS**

NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED by the Board of Commissioners of Upper Gwynedd Township as follows:

Section 1. Chapter 137, Section 137-11 of the Upper Gwynedd Township Code of Ordinances is hereby deleted in its entirety and replaced with the following:

Section 137-11. Record and Supervision of Peddling Activities. Do Not Knock Regulations.

- A. No activity described in Section 137-1 through 137-10 of this Ordinance shall be done on any private property posted with No Solicitation signs or listed on the DO NOT KNOCK LIST, and any such violation will be considered trespass subject to criminal laws of the Commonwealth.
- B. The Chief of Police shall keep a record of all registrations made under this Chapter and the Chief of Police shall supervise activities of all holders of such permits. The Chief of Police shall maintain and annually update a list of Township residents who do not wish to have any person, firm, corporation, or association sell, offer for sale, any goods, commodity or services at their place of residence at any time.
- C. The Chief of Police shall promulgate regulations for the management of the "Do Not Knock List", the distribution of the "Do Not Knock List" to permittee; notice

and access of the Do Not Knock Regulations on the Township website, and enforcement procedures for violations of the Do Not Knock Regulations.

- D. Permittees who are notified of the Do Not Knock List and who violate the list by selling, offering for sale, any goods, commodity or services at an address on the Do Not Knock List shall in addition to the violations and penalties set forth in this Chapter, have the permit immediately revoked. Permittees who believe that the permit has been improperly revoked under this Section may appeal said revocation pursuant to Section 137-15.


Section 2. Severability. In the event that any section, sentence, clause, phrase or word of this Ordinance shall be declared illegal, invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not prevent, preclude or otherwise foreclose enforcement of any of the remaining portions of this Ordinance.

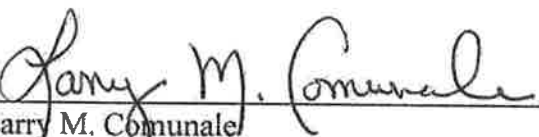
Section 3. Repealer. All Ordinances or parts of Ordinances inconsistent herewith or in conflict with any of the specific terms enacted hereby, to the extent of said inconsistencies or conflicts, are hereby specifically repealed.

Section 4. **Effective Date.** This Ordinance shall become effective five (5) days after its enactment.

ORDAINED and **ENACTED** this 28th day of January, 2019.

**BOARD OF COMMISSIONERS
UPPER GWYNEDD TOWNSHIP**

By: 
Kenneth E. Kroberger,
President

Attest: 
Larry M. Comunale
Assistant Secretary

Upper Gwynedd Township Solicitor Application

Official Use Only

Permit #	Incident #	Type New/Renewal
Amount Paid	Date Paid	Original Issue Date
Renewal Date	Expiration Date	1 Month Extension Granted
Approved/Denied	Approved/Denied By	Issued By

FBI Criminal History Summary Check must be included with application

Applicant personal Information

Last Name	First	Middle
Address		
City	State	Zip
Cell Phone	Home Phone	Business Phone
Operator License Number	State	SSN
Citizenship	Alien Status and Number	Place of birth
Description of vehicle you will be operating	License Number	State
Previous Solicitor permit with Upper Gwynedd?	When	

Business/Organization information

Type of solicitation		
Name of business/organization		
Address		
City	State	Zip
Supervisor	Phone number	

Permit may only be used for the purpose listed above and may not be transferred to any other person. The police department must be notified in writing if any information on this application changes.

The Chief of Police may revoke any permit at any time for just cause, including violating the rules established in section 137 of the Upper Gwynedd Township Code.

Solicitation is ONLY permitted between 9am and 5pm Monday through Saturday. NO Sunday soliciting

The officially issued permit is required to be worn on the outermost clothing at all times while soliciting

Violations may result in fines not to exceed \$1000. (Section 137-17 Upper Gwynedd Township Code)

Signature	Date
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