

## Door to Door Solicitor Instructions

**Important: It is the responsibility of the employer to insure the information of the applicant is accurate and up to date. If an applicant is denied because of false or inaccurate information provided on the application, the employer (or any of its representatives) may be denied permission to solicit in The City of Melrose**

- 1) Each person must fill out an application
- 2) Each applicant must submit the completed application in person with a picture ID.
- 3) The application will be processed (usually within 72 hours) and the applicant will be contacted and informed if the application was **approved** or **denied**.
- 4) If **denied** you cannot solicit in the City of Melrose.
- 5) If **approved** each solicitor must
  - Check in (**in person**) at the Melrose Police Dept. and inform the desk officer of the locations you will be canvassing, hours you will be in the area and any vehicle you will be using.

Any questions contact Lt Mulrenan at 781-979-4466



MELROSE POLICE DEPARTMENT

**REGISTRATION APPLICATION FOR SOLICITORS**

NAME OF APPLICANT: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

TELEPHONE (HOME): \_\_\_\_\_ (CELL): \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ D.O.B \_\_\_\_\_

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BUSINESS NAME: \_\_\_\_\_ TAX ID # \_\_\_\_\_

**(NOTE: A TAX ID # MUST BE PROVIDED)**

BUSINESS ADDRESS: \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

POSITION: (CIRCLE ONE)                      SALES AGENT                      SUPERVISOR

SUPERVISOR NAME: \_\_\_\_\_

SUPERVISOR TELEPHONE \_\_\_\_\_

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**VEHICLES TO BE UTILIZED:**

REGISTRATION#: \_\_\_\_\_ STATE OF REGISTRATION: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_

VEHICLE OWNER: \_\_\_\_\_ VIN# \_\_\_\_\_

REGISTRATION#: \_\_\_\_\_ STATE OF REGISTRATION: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_

VEHICLE OWNER: \_\_\_\_\_ VIN# \_\_\_\_\_

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(CONTINUED)



MELROSE POLICE DEPARTMENT

IN THE LAST FIVE YEARS HAVE YOU BEEN *ARRESTED OR CHARGED WITH A FELONY?*

(CIRCLE ONE) YES NO IF YES EXPLAIN \_\_\_\_\_

IN THE LAST FIVE YEARS HAVE YOU BEEN ARRESTED OR CHARGED WITH ANY TYPE OF VIOLENT CRIME, THEFT, FRAUD, BREAKING AND ENTERING OR TRESPASS?

(CIRCLE ONE) YES NO IF YES EXPLAIN \_\_\_\_\_

ARE THERE ANY PENDING FELONY CHARGES FOR ANY OF THE ABOVE MENTIONED OFFENSES?

(CIRCLE ONE) YES NO IF YES EXPLAIN \_\_\_\_\_

PROPOSED DATES AND HOURS OF OPERATION IN THE CITY OF MELROSE: \_\_\_\_\_

PROPOSED METHOD OF OPERATION OF OPERATION IN THE CITY OF MELROSE:

ALL APPLICANTS MUST COMPLY WITH MASS. GENERAL LAWS (C.101 S1 THRU S34)

I \_\_\_\_\_, SWEAR THAT THE CONTENTS OF THIS APPLICATION ARE  
(PRINT NAME)  
TRUE AND THAT I DID NOT OMIT ANY REQUESTED INFORMATION

DATE

SIGNATURE OF APPLICANT



MELROSE POLICE DEPARTMENT

----- POLICE USE ONLY -----

OFFICER TAKING APPLICATION \_\_\_\_\_

**CHECKLIST**

- COPY OF IDENTIFICATION \_\_\_\_\_
- TRIPLE I QUERY & BOP \_\_\_\_\_
- RMV QUERY \_\_\_\_\_
- DRIVER HISTORY \_\_\_\_\_