



TOWN OF GREENBURGH

TOWN CLERK'S OFFICE

177 Hillside Avenue Greenburgh, NY 10607

MAIN: (914) 989 – 1500 | FAX: (914) 993 – 1626

TownClerk@GreenburghNY.com

Instructions for Canvassers License

1. No individual may engage in the business of canvassing in the Town of Greenburgh until they have a current canvasser's license issued by the Town Clerk's Office. The license is not transferable and must be carried with the applicant at all times.
2. The license expires December 31st of the year issued.
3. The applicant must submit a completed application, to include three passport size photographs (2inch by 2 inch), full face, bareheaded, on a white background, taken within thirty days of filing the application.
4. Applicant's signatures must be notarized.
5. Return completed application, pictures, a copy of the driver's license, a copy of the vehicle registration for the vehicle that will be used and the non-refundable application. The Applicant will receive a receipt when the application is accepted by the Town Clerk's Office.
6. Each applicant must reapply each year with the Town Clerk's Office.
7. Before a license is approved, the applicant will be investigated by a Greenburgh Police Department representative. The applicant must provide a schedule of the route and stops. As per the Town of Greenburgh Canvassers Ordinance, no stop is to be longer than 15 minutes.



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CANVASSERS LICENSE APPLICATION

The following information must be provided by any person desiring a canvassing and solicitor's license from the Town Clerk of Greenburgh:

- 1) The name, date, and state of incorporation: (Attach a copy of the Articles of Incorporation) _____
- 2) The current tax status of the organization: (i.e. whether tax exempt, not-for profit, etc).

- 2) Proof of registration with the Department of State Office of Charities Registration and/or the Attorney General Charities Bureau.
- 3) Attach Sample Literature
- 4) Provide the dates and times canvassing is to take place:

- 5) A current list of the names, addresses, dates of birth and social security numbers of each canvasser. (Attach to Application)
- 6) Proof of an identification card for each canvasser including the canvasser's name, photograph and name of organization. (Attach Copies to Application)

I have read the Greenburgh attached Laws contained in Chapter 390 of the Code of the Town of Greenburgh including the prohibited acts and restrictions on peddlers, solicitors, and registered canvassers and I understand that my permission to canvass may be revoked upon violation of these conditions.

Signature of Applicant

Relationship to Organization

TOWN OF GREENBURGH
APPLICATION FOR CANVASSER LICENSE

OFFICE USE ONLY		
Application Received: _____	Receipt # _____	Amount Received _____
License Approved On: _____	License Denied: _____	Reason: _____

Please print and complete all information.

Personal Information

Name: _____
 Last First Middle

Address: _____
 Street Address City State Zip

Number of years at this address: _____ Home Phone: _____ Cell Phone _____

Date of Birth: _____ Social Security #: _____
 Month Day Year

Are you an honorably discharged member of the U. S. armed forces? Yes _____ No _____
If yes, please submit a copy of your discharge papers.

Date of Photo _____
Three full face photos: 2"x2"
Passport type photos (not machine)
Bareheaded on white background
Taken within the last 30 days

Exemptions

Provided that such person has completed the application for a license to canvas, and has met all other requirements as set forth in this local law, there shall be no fee other than the fingerprint processing charge for an honorably discharged member of the armed forces of the United States, who is the holder of a license issued pursuant to Section 32 of the General Business Law of the State of New York.

TOWN OF GREENBURGH
APPLICATION FOR CANVASSER LICENSE

Have you ever received a Canvasser's license from the Town of Greenburgh? _____

If yes, what years? _____ Last year fingerprinted _____

Were your previous Canvasser's licenses ever revoked or suspended? Yes _____ No _____
 If yes, give particulars below:

Criminal Background

Were you ever convicted of any crime other than a traffic violation? Yes _____ No _____

If yes, how many times? _____ State facts below, if necessary, attach additional sheets of paper)

Date	Jurisdiction	Under What Name	Conviction	Sentence Imposed

Motor Vehicle Information

Make _____ Model _____ Color _____ Year _____

Vin # _____ Reg. Type _____ Reg. Exp. Date _____

NY Motorist ID#: _____ Expiration Date: _____

Owner of Vehicle

Name: _____
Last First Middle

Address: _____
Street Address City State Zip

TOWN OF GREENBURGH
APPLICATION FOR CANVASSER LICENSE

Business Information

Business Name _____

Describe the type of services, goods, wares and/or merchandise you wish to sell or solicit orders for:

Westchester County Dept. of Health Permit Number (for food vendors) _____

Name of corporation, firm, association, club, partnership or any other organization represented by the applicant _____

If canvassing for a Corporation:

Date Incorporated _____ State Incorporated _____ No. of Officers in Corp. _____

For each officer of the Corporation, give the following information (attached additional sheets of papers if necessary):

Name: _____
 Last First Middle

Address: _____
 Street Address City State Zip

Number of years at this address: _____ Home Phone: _____

Date of Birth: _____ Social Security #: _____
 Month Day Year

I swear or affirm that all the foregoing answers to the foregoing questions and statements are true and correct to the best of my knowledge.

Applicant's Signature

STATE OF NEW YORK
COUNTY OF _____

_____ being duly sworn, deposes and says that he/she is the individual making the foregoing application for a Canvasser's license; that the answers to the foregoing questions and other statements contained herein are true of his/her own knowledge.

Sworn to before me this _____ day of _____, _____

Signature of Notary Public or Commissioner of Deeds