



APPLICATION FOR SOLICITATION LICENSE

(Please print or type)

Name of Applicant _____ Organization/Business Name _____

Status of Organization *(please check one)* LLC Partnership
 Corporation Sole Proprietorship Non-Profit Group

Organization Address _____

Telephone Numbers (home) _____ (work) _____

Email Address _____

Dates of Solicitation _____

Means of Solicitation *(please check one)* door to door telephone public places

Please list the names, addresses, dates of birth and social security numbers of the applicant and persons working under the license. Use a separate sheet of paper if necessary. Only those persons indicated on the application are authorized to conduct solicitation. Substitutions are not permitted.

Identify the relationship between individuals listed as solicitors and the applicant *(please check one)*

employee independent contractor member volunteer

Describe any motor vehicles to be used in the operation of the solicitation, including the license plate number. Use a separate sheet of paper if necessary. _____

Has the applicant or any of the individuals covered under this license ever been charged with, indicted for, or convicted of any fraudulent or illegal act in any transaction of any kind? Yes No

Date of application

Signature of Applicant *(must be the same as on the State Registration Certificate)*

(For Departmental use only)

Date application received _____ Fee Received *(If applicable)* _____

Received by _____ Background check(s) completed on _____

License issued _____ By _____

Expiration date _____

ADMINISTRATIVE REQUIREMENTS

The applicant shall furnish copies of the following documents along with the completed application and any applicable fees:

- A list, including names, addresses, dates of birth and social security numbers of any individuals who will be engaging in solicitation under this license.
- Copies of any proposed contracts, agreements, promotional materials, or other materials to be offered to the public (If applicable)
- Copies of any licenses issued by the State (if applicable)

What is Charitable Solicitation?

Charitable or nonprofit solicitation means to request directly or indirectly money, credit, property, financial assistance, or other thing of value on the plea or representation that such money, credit, property, financial assistance, or other thing or any portion thereof shall be used for a charitable purpose or benefit a charitable trust. A solicitation shall be deemed to have taken place whether or not the solicitation is by person or by telephone and whether or not the person making the solicitation receives any contribution.

Charitable organization means a religious, educational, charitable, civic, veterans' or fraternal organization or political committee or political party which shall have been in existence for at least two years and which is registered with the charitable trust division of the attorney general's office.

Obtaining a License

The City Clerk is the licensing authority for Charitable Solicitation Licenses. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office. The applicant will need to submit a list (including dates of birth and full names) of the individuals that will be engaging in solicitation activities. Background checks will be done on all solicitors. Once the review process has concluded, the City Clerk will issue the license which will identify the method of solicitation and the location (i.e. on private property with permission of property owner, door-to-door, telephone contact, etc...) Licenses issued under this section of the City Code are valid for a 30-day period from the date of issuance. There is no fee for a Charitable Solicitation License. If you have questions about where solicitation activities are permitted please contact the City Clerk's Office at 603-352-0133 extension 2.

To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:

https://www.municode.com/library/nh/keene/codes/code_of_ordinances

Chapter 46 is the Licensing Chapter.

What is Commercial Solicitation?

Commercial solicitation (noncharitable) means a request for money, credit, property, financial assistance, or other thing of any kind in exchange for goods, merchandise or services or any other thing of any kind of value. Without limiting the scope of such terms, solicitation includes the following methods of requesting or securing such money, credit, property, financial assistance or other thing of value: 1) An oral or written request, or 2) Telemarketing originating within the city limits.

Obtaining a License

The City Clerk is the licensing authority for Commercial Solicitation Licenses. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The applicant will need to submit a list (including dates of birth and full names) of the individuals that will be engaging in solicitation activities. Background checks will be done on all solicitors. Once the review process has concluded, the City Clerk will issue the license which will identify the method of solicitation and the location (i.e. on private property with permission of property owner, door-to-door, telephone contact, etc...)

Licenses issued under this section of the City Code are valid for a 30-day period from the date of issuance. The application fee for this license is \$30.00. If you have questions about where solicitation activities are permitted please contact the City Clerk's Office at 603-352-0133 extension 2.

To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:

https://www.municode.com/library/nh/keene/codes/code_of_ordinances

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