



**Solicitor Permit Application**  
WILLIAMSBURG POLICE DEPARTMENT  
425 ARMISTEAD AVENUE  
WILLIAMSBURG, VIRGINIA 23185

<input type="checkbox"/>	Initial Application
<input type="checkbox"/>	Renewal

Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

DOB: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Eye color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Have you ever been convicted of a criminal offense? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If "Yes" list Convictions on second page

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of product to be sold: \_\_\_\_\_

List Employment History on Second Page.

I hereby swear or affirm that there are no misrepresentations or omissions in or falsifications of the above statements. All information is true and accurate to the best of my ability. Should an investigation determine any misrepresentations, falsifications, or omissions be identified this application will be rejected.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Solicitor Application and Revocation:**

**Solicitor:** Any person who goes from dwelling to dwelling or from place to place in the city, for the purpose of: (i) selling or taking orders for, or offering to sell or take orders for goods, wares, merchandise, any article, or services to be performed; or the making, manufacturing, or repairing of any article or thing, regardless of when delivery or performance is actually made; or (ii) inducing persons contacted to go to another location, either within or without the city, where sales presentations or contracts of any nature whatsoever are, or will be made regarding products, services, or properties, either real or personal, which are offered for sale whether or not the person solicited actually goes to such other location. **(City Code Sec. 9-286)**

- **Permit duration (Sec. 9-300)**

A solicitor's permit issued by Williamsburg Police Department are good for 30 days upon issuance and paying \$30 solicitation fee to the Department of Finance.

- **Solicitor's permit renewal (Sec. 9-301)**

May be renewed on its expiration date for 3 months for a fee of \$15.00 to the Department of Finance.

- **Possession and exhibition of permit (Sec. 9-302)**

The holder of WPD issued solicitation permit shall have such permit in his or her possession at all times and shall exhibit such permit at any time upon request by any police officer of the city, or by any purchaser, or by any person being solicited.

- **Not transferable (Sec. 9-303)**

A permit issued under this division shall be nontransferable.

- **Revocation (Sec. 9-304)**

Any WPD issued permit may be revoked by the Chief of Police or member of Chief's staff to whom the Chief may delegate the duties under this article after notice and hearing for any fraud, misrepresentation or false statement contained in the application; for failure to observe the conditions of the permit or any provisions City Code regarding solicitation; or upon any conviction, after issuance of the permit, of the permittee of any crime or misdemeanor involving moral turpitude.

## **Solicitor Standards of Conduct:**

- Solicitors are required to have their permit with them when soliciting **(Sec. 9-302)**
- Solicitors cannot solicit within 10 feet of a handicap parking space **(Sec. 9-291)**
- Solicitors cannot solicit upon any property owned or controlled by the city, including, but not limited to public buildings; public streets and sidewalks including the right-of-way in which such streets and sidewalks are constructed; public parking lots owned or under the control of the



### Criminal Convictions

Charge	Date of Arrest	Disposition of Case

I have read, understand, and hereby swear or affirm to adhere to the afore written Solicitor Application and Revocation standards and Solicitor Standards of Conduct of this application for conducting solicitation in the City of Williamsburg. I understand should an investigation determine any failure to adhere to the Code of Ordinances for the City of Williamsburg and/or Virginia Code regarding solicitation standards that it may result in application revocation or denial of renewal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Official Use Only  
Department of Finance

Approved: Yes \_\_\_\_\_ No: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Solicitor Permit: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_