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## ORGANIZATION REGISTRATION

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Name of organization \_\_\_\_\_

Address of organization \_\_\_\_\_

Principal Officer's name \_\_\_\_\_

Principal Officer's address \_\_\_\_\_

\_\_\_\_\_

Name of person filing application form \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

IRS Taxpayer ID # \_\_\_\_\_

Name of person(s) supervising the solicitation in the Town of Longmeadow

\_\_\_\_\_

\_\_\_\_\_

Period of time for which registration is needed (no longer than a 90 day period)

\_\_\_\_\_

Name of last three communities (if any) in which the organization has conducted a solicitation or canvassing operation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Please list all individuals who will be employed in solicitation or canvassing:

REG#	NAME	ADDRESS	DATE OF BIRTH	LICENSE AND/OR S.S. #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

# TOWN OF LONGMEADOW

## APPLICATION FOR SOLICITOR'S REGISTRATION CARD

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Name of Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ City or Town \_\_\_\_\_

Social Security # \_\_\_\_\_ Home Telephone \_\_\_\_\_

Prior address (if less than 3 years) \_\_\_\_\_

Business, Firm or Organization Name \_\_\_\_\_

Business, Firm or Organization Address \_\_\_\_\_

Business, Firm or Organization Telephone \_\_\_\_\_

Length of time with firm (if under 3 years, list previous employer)

\_\_\_\_\_

Please describe nature of business or solicitation intentions in detail:

\_\_\_\_\_

\_\_\_\_\_

Dates of requested soliciting (max. 90 days)

\_\_\_\_\_

Please list last 3 communities in which you have conducted a solicitation or canvassing operation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Registration # of vehicle used \_\_\_\_\_

Make, model and color of vehicle used \_\_\_\_\_

Owner's name and address of vehicle used

\_\_\_\_\_  
\_\_\_\_\_

List date and nature of any criminal convictions within the past five (5) years. (Incomplete or inaccurate answers are grounds for denial of application)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: APPLICANT REQUIRED TO RETURN THIS COMPLETED FORM IN PERSON, PROVIDE VALID PHOTO IDENTIFICATION AND FURNISH A 2"X2" PHOTO. THE PHOTO WILL BE AFFIXED TO YOUR REGISTRATION CARD. A \$5.00 FEE MUST ACCOMPANY THIS REGISTRATION FORM.

\_\_\_\_\_

\_\_\_\_\_

(Signature of Applicant)

(Date)

DO NOT WRITE BELOW THIS LINE

Photo received \_\_\_

Payment received\_\_\_

ID Verified/Type \_\_\_\_\_

# \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Approved\_\_

Denied\_\_

By \_\_\_\_\_

Please return all forms completed to Longmeadow Police Records Dept. along with the following items:

- State issued license or ID card
- Fee of \$5 per person
- 2x2 Passport photo (to be affixed to town ID card)

Once all items are received and application approved by Chief of Police, solicitation/canvassing permit(s) will be issued for a period of no more than 90 days.

For questions, please call (413)567-3311 ext. 116  
Wednesday – Friday 8a-4p or email  
[clee@longmeadow.org](mailto:clee@longmeadow.org).