

### Solicitation License Requirements

- Fill out application and BCI (background check) and copy of driver's license for anyone who may be soliciting for the company, bring both forms to the Smithfield Police Station for the Police Chief's signature
- Letter for the Town Council in regards to what is being solicited, where and how long have you been soliciting this product, and are you authorized to solicit for this company, and a letter from the company
- Copy of registration of vehicle and proof of insurance of vehicle
- Let Smithfield Police Department where you are going every time you go out should residents call the police they can verify that you are licensed to solicit
- Hours of solicitation: 9:00 a.m. to 7:00 p.m.
- Fee is \$200.00 only cash or a certified check or money order will be accepted, once the license is issued it is good for two (2) years from date of issuance
- Once all paperwork is received the new license will be placed on the Town Council agenda for approval (**please note:** all complete paperwork must be received in the Town Clerk's Office the Wednesday of the week before a Town Council Meeting by 12:00 p.m.)