Southern Pines Police Department

Application for Itinerant Merchant Permit or Certificate for Charitable and Religious Organizations

TYPE OF APPLICATION

☐ PERMIT
For Charitable Organizations
(Complete Sections 1 & 3)

☐ CERTIFICATE OF REGISTRATION
For Religious Organization
(Complete Sections 2 & 3)

☐ Applying as an INDIVIDUAL

☐ Applying as an ORGANIZATION

Position: _____

SECTION 1 - Procedure for PERMIT for Charitable Organization

The Southern Pines Police Department will review, process and, if appropriate, issue a PERMIT for a bona-fide charitable organization to conduct solicitation activities in the Town of Southern Pines. For the Southern Pines Police Department to process your Application for a Itinerant Merchant Permit for Charitable Organizations please submit the following documents:

☐ Proof of non-profit status DESCRIBE: _____

☐ Photocopy of government issued identification card (Driver License, Passport, Military ID, etc.)

☐ Signed Waiver for Background Investigation (Sign statement below)

Solicitation Activities

Will the actual cost of the solicitation exceed 25% of the total amount to be raised? ☐ Yes ☐ No

If YES, what is the maximum cost expected to be? _____

What special facts exist that show there are peculiar reasons which make a cost higher than 25% reasonable?

Describe the character and method of the proposed solicitation: _____

Indicate the DATES the solicitation will take place: _____

Indicate the TIMES the solicitation will take place: _____

Certification

As the applicant for a Permit under section 114.25 of the Code of Ordinances of the Town of Southern Pines, I hereby certify that:

(Initial)	
_____	I have not engaged in any fraudulent transaction or enterprise.
_____	The solicitation will not be a fraud on the public.
_____	The solicitation is prompted solely by a desire to finance the charitable cause described in the application, and will not be conducted primarily for private profit.
_____	If a permit is granted, it will not be used or represented in any way as an endorsement by the town or by any department or officer thereof.
_____	If a permit is granted, no person under the age of 18 will be permitted to solicit money.
_____	If a permit is granted, I agree that I, my organization and all persons involved in solicitation activities will be made aware of and abide by Chapter 114 (Itinerant Merchants) of the Code of the Town of Southern Pines and any other applicable laws, ordinances or statutes.
_____	If a permit is granted, I understand that the permit is valid for a period as defined on the permit, not to exceed one year. I understand that I, my organization and all persons involved must cease solicitation activities upon the expiration of the permit. If I or my organization desires to continue solicitation, I understand that I must re-apply for a new permit to be issued.
_____	While any application is pending or during the term of any permit granted, I understand that, if there is any change in fact, policy, or method that would alter the information given in the application, I will notify the Police Chief/designee in writing thereof within 24 hours after the change.
_____	If a permit is granted, the control and supervision of the solicitation will be under responsible and reliable persons.
_____	If a permit is granted, all solicitors will have proper credentials showing they are authorized to solicit in the name of the applicant/organization.
_____	If it is suspected that I, my organization or any persons involved in the solicitation have violated any of the provisions of this chapter, or any other pertinent law, ordinance or regulation or that any promoter, agent, or solicitor of a permit holder has misrepresented the purpose of the solicitation, the permit shall be immediately suspended.

SECTION 2 - Procedure for CERTIFICATE OF REGISTRATION for Religious Organization

The Southern Pines Police Department will review, process and, if appropriate, issue a CERTIFICATE OF REGISTRATION for a religious organization to conduct solicitation activities in the Town of Southern Pines. For the Southern Pines Police Department to process your Application for Itinerant Merchant Certificate for Religious Organizations please submit the following documents:

☐ Photocopy of government issued identification card (Driver License, Passport, Military ID, etc.)

Certification

As the applicant for a Permit under section 114.25 of the Code of Ordinances of the Town of Southern Pines, I hereby certify that:

(Initial)

_____ If a certificate is granted, it will not be used or represented in any way as an endorsement by the town or by any department or officer thereof.

_____ If a certificate is granted, no person under the age of 16 will be permitted to solicit money.

_____ If a certificate is granted, I agree that I, my organization and all persons involved in solicitation activities will be made aware of and abide by Chapter 114 (Itinerant Merchants) of the Code of the Town of Southern Pines and any other applicable laws, ordinances or statutes.

_____ If a certificate is granted, I understand that the certificate shall remain in force and effect for a period of one year after the issuance thereof, and may be renewed on or before the expiration of the period by the filing of a new application. I understand that I, my organization and all persons involved must cease solicitation activities upon the expiration of the certificate. If I or my organization desires to continue solicitation, I understand that I must re-apply for a new certificate to be issued.

_____ While any application is pending or during the term of any certificate granted, I understand that, if there is any change in fact, policy, or method that would alter the information given in the application, I will notify the Police Chief/designee in writing thereof within 24 hours after the change.

SECTION 3 - Release

I am submitting the application as defined above. If applying for a PERMIT, I agree to allow a background investigation, including a criminal history check, to be made for purposes of processing my application and I certify that the information contained herein and in the application and supporting documents (if any) is true and accurate to the best of my knowledge.

Name - PRINTED	Signature
Organization Name	Organization Address
Witness (SPPD)	Date of Release

FOR DEPARTMENT USE ONLY

Date Application received: _____ By: _____

(NOTE: All applications are to be forwarded to the Office of the Chief of Police)

☐ Accepted ☐ Returned - Deficiency _____

Comments:

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