



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Licensing and Inspections
Phone (610) 970-6520
Fax (610) 970-6599

SOLICITOR / PEDDLER PERMIT
FLYER/PAMPHLET DISTRIBUTION TRANSIENT RETAIL MERCHANT
ADULT BUSINESS LICENSE PROCEDURE

APPLYING FOR: _____ Solicitor _____ Flyer/Pamphlet Distribution
_____ Transient Retail Merchant

Organization / Company Information

Name: _____ Phone # _____

Address: _____

Items or Service Being Solicited: _____

Start Date: _____ End Date: _____

****MUST PROVIDE A CURRENT CERTIFICATE FROM HEALTH DEPARTMENT IF ANY
TYPE OF FOOD IS BEING HANDLED ****

Contact Information:

Name _____ Phone# _____

Address _____

Number of years with Organization / Company _____

Date of Birth: _____ Ht. _____ Wt. _____ Hair Color _____

SS#: _____ Driver's License # _____

HAVE YOU EVER BEEN ARRESTED? () YES () NO If yes, explain;

****Note: This page must be completed, signed, and dated by each individual****

IN REFERENCE TO:

Name: _____ Birth Date: _____

Address: _____ Soc.Sec. # _____

BUSINESS AND/OR PERSON REQUESTING INFORMATION:

Company: Borough of Pottstown Phone: 610-970-6520

Address: 100 E High St, Pottstown, PA 19464

Person Requesting Information: Licensing & Inspections Dept.

Purpose of Records Check: _____

AUTHORIZATION:

I hereby authorize the above named Business/Person to do a Criminal Records Check on my background.

Signature

Date

DO NOT WRITE BELOW THIS LINE ↓↓↓ -- OFFICIAL USE ONLY

() No record of arrest with conviction.

() The following arrests and convictions:

DATE	CHARGES	DISPOSITION

Date: _____ Central Services Officer: _____

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ADULT BUSINESS LICENSE PROCEDURE

The Borough of Pottstown has instituted a new process to the Solicitor /Peddler permit, and the Adult Business License procedure. There is now a fee for the municipality to run the necessary background checks. To avoid taxpayer dollars being used to pay this fee, the Borough of Pottstown is now requiring that a Solicitor /Peddler Permit applicant submit the state run background check.

Below are step by step instructions for you to obtain the necessary background check:

Go to: www.psp.state.pa.us

On the left is a drop down menu. Choose: "PUBLIC SERVICE"

This brings you to a page of links. Choose: "Obtain a criminal history record"

Follow the instructions on the website to complete the process. You will have (2) options:

Filing online, which is the quickest method for a return but you will need a credit card, or;
Submitting a paper request form and mailing it in (with a money order or certified check for the amount of \$10.00 per applicant/person payable to Commonwealth of Pennsylvania).

Once you receive the required documentation, please submit the application along with the criminal history record in its original sealed envelope. If no record exists, you will receive an immediate response. Please print page and submit. Please note; no application will be received without the necessary criminal history record in its original sealed envelope or a printed copy of the immediate response.

THE BOROUGH OF POTTSTOWN, LICENSING AND INSPECTIONS ADMINISTRATION

APPLY AT THE BOROUGH OF POTTSTOWN, LICENSING AND INSPECTIONS,
BOROUGH HALL, 100 E. HIGH STREET, POTTSTOWN, PA 19464-9525.