November 2017

To: All Holders of Town of Greenburgh Peddler’s License

Enclosed is your application for a 2018 peddler’s license as well as instructions.

Please remember that your 2017 peddler’s license expires this December 31st. Therefore, please complete and return the application with the $100 non-refundable fee to the Town Clerk’s Office prior to December 31, 2017. For honorably discharged members of the armed forces of the United States, the application fee will be waived.

If you were not fingerprinted for the 2017 license, you will need to be fingerprinted for next year’s license. Please contact L 1 Enrollment to at 1-877-472-6915 to make an appointment.

If you have any questions, please do not hesitate to call our office.

Sincerely,

Judith A. Beville
Town Clerk

JAB:cp

Encl: Application
INSTRUCTIONS FOR PEDDLER’S LICENSE

1) No individual may engage in the business of peddling or soliciting in the Town of Greenburgh until he/she has a current peddler’s license issued and in hand by the Town Clerk’s Office. The license is not transferable and must be carried with him/her at all times.

2) The license expires on December 31st of the year issued.

3) The applicant must submit a completed application, to include three passport size photographs (2” x 2”), full face, bareheaded, on a white background, taken within thirty days of filing the application.

4) For food vendors, the applicant will need to provide a copy of his/her County Health Department Permit with the application.

5) For first time applicants that are honorably discharged members of the armed forces of the United States, the applicant will need to provide a copy of his/her discharge papers so that the $100 application fee can be waived.

6) Applicant’s signature must be notarized.

7) Return completed application, pictures, a copy of the driver’s license, a copy of the vehicle registration for the vehicle that will be used and the non-refundable application fee of $100 to the Town Clerk’s Office. The applicant will receive a receipt when the application is accepted by the Town Clerk’s Office.

8) Each applicant must reapply each year with the Town Clerk’s Office. However, he/she will only be fingerprinted every other year.

9) Then, each applicant must have fingerprints taken, please contact L 1 Enrollment at 1-877-472-6915 to make an appointment. The following non-refundable fees must be paid at that time: a money order/check for $85.75 in favor of L 1 Enrollment to the Fingerprinting Department. The ORI # for Town of Greenburgh is NY0595300.

10) Before a license is approved, the applicant will be investigated by a Greenburgh Police Department Representative. The applicant must provide a schedule of the route and stops. As per the Town of Greenburgh Peddler Ordinance, no stop is to be longer than 15 minutes.
TOWN OF GREENBURGH
APPLICATION FOR PEDDLER’S LICENSE

OFFICE USE ONLY
Application Received:_________   Receipt # _______________   Amount Received_________
License Approved On:_______   License Denied:_________   Reason: _______________

There is a one hundred dollar ($100.00) non-refundable fee to process this Application. False replies
to any of the questions herein, under the law, constitutes perjury; detection of such falsity will result in
refusal of license, or, if granted, in revocation of same.

Please print and complete all information.

Personal Information

Name: __________________________________________________________

Last __________________First __________________Middle __________________

Address: ____________________________________________________________

Street Address __________________City __________________State ___________ Zip ___________

Number of years at this address: _______ Home Phone: ___________Cell Phone _________

Date of Birth: ___________________________   Social Security #: ___________________________

Month   Day   Year

Are you an honorably discharged member of the U. S. armed forces? Yes _____   No _____
If yes, please submit a copy of your discharge papers.

Date of Photo __________

Three full face photos: 2”x2”
Passport type photos (not machine)
Bareheaded on white background
Taken within the last 30 days

Exemptions

Provided that such person has completed the application for a license to Peddle/Solicit, and has met all
other requirements as set forth in this local law, there shall be no fee other than the fingerprint
processing charge for an honorably discharged member of the armed forces of the United States, who
is the holder of a license issued pursuant to Section 32 of the General Business Law of the State of
New York.
TOWN OF GREENBURGH
APPLICATION FOR PEDDLER’S LICENSE

Have you ever received a Peddler’s license from the Town of Greenburgh? Yes _____ No _____

If yes, what years? ____________________________ Last year fingerprinted ________

Were your previous peddler’s licenses ever revoked or suspended? Yes______ No ______
If yes, give particulars below:
_________________________________________________________________________
_________________________________________________________________________

Criminal Background

Were you ever convicted of any crime other than a traffic violation? Yes _____ No _____
If yes, how many times? ______ State facts below, if necessary, attach additional sheets of paper)

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<th>Date</th>
<th>Jurisdiction</th>
<th>Under What Name</th>
<th>Conviction</th>
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Motor Vehicle Information

Make __________ Model __________ Color __________ Year ____________

Vin # ________________________ Reg. Type _________ Reg. Exp. Date___________

NY Motorist ID#: ________________ Expiration Date: ________________

Owner of Vehicle

Name: ____________________________

Last                                    First                                    Middle

Address: ____________________________

Street Address                           City                                    State         Zip
TOWN OF GREENBURGH
APPLICATION FOR PEDDLER’S LICENSE

Business Information

Business Name ____________________________________________

Describe the type of services, goods, wares and/or merchandise you wish to sell or solicit orders for:
_________________________________________________________________

Westchester County Dept. of Health Permit Number (for food vendors) ________________________

Name of corporation, firm, association, club, partnership or any other organization represented by the
applicant ________________________________________________________________

If peddling or soliciting for a Corporation:

Date Incorporated ________ State Incorporated _______ No. of Officers in Corp. ______

For each officer of the Corporation, give the following information (attached additional sheets of papers if
necessary):

Name:

Last First Middle

Address:

Street Address City State Zip

Number of years at this address: _______ Home Phone: ___________________________

Date of Birth: ___________________ Social Security #: ___________________________

Month Day Year

I swear or affirm that all the foregoing answers to the foregoing questions and statements are true and
correct to the best of my knowledge.

_________________________________________________________________________

Applicant’s Signature

STATE OF NEW YORK
COUNTY OF __________________________

________________________________________________________________________ being duly sworn, deposes and says that he/she is the individual
making the foregoing application for a Peddler’s license; that the answers to the foregoing questions and other
statements contained herein are true of his/her own knowledge.

Sworn to before me this _______ day of __________________ , _______

__________________________

Signature of Notary Public or Commissioner of Deeds

Revised 2/26/2015

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