



MICHAEL J. d'ENTREMONT
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COMMONWEALTH OF MASSACHUSETTS



DEPARTMENT OF POLICE

600 High Street
Dedham, MA 02026
Phone 781-751-9300
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www.dedhampolice.org

Instructions for completing Solicitor Permit Registration Applications

Contained in this Solicitor Permit Registration Package are three things:

- Town of Dedham Solicitor By-Law
- Solicitor Registration Application-Organizational
- Solicitor Registration Application-Individual

Please follow these instructions. Failure to complete the applications properly may result in denial of the permit.

- 1) Read the entire **Town of Dedham By-Law** governing Door-to-Door Solicitation and Canvassing. Pay particular attention to section 32.7 "Duties of Persons Going Door-to-Door"
- 2) A representative of the company on whose behalf the solicitors will be working needs to complete the two page **Solicitor Registration Application-Organizational**. Be sure to include all address, telephone and email address information. Be sure to include the names and contact information of those charged with supervising solicitor operations. Those individuals who intend to conduct door-to-door solicitation and canvassing need to be listed on the second page of the application
- 3) Any person who intends to conduct door-to-door solicitation or canvassing needs to complete the **Solicitor Registration Application-Individual**. Complete this one page application completely and be sure to include a copy of government issued photo identification card.
- 4) Once completed, the Organizational and Individual applications should be submitted together. At this time a check or money order in the amount of \$25.00 is due to cover the cost of processing the Organizational Application. Once the Individual Applications are processed and photo ID cards are made, a representative of the Organization will be notified. ID cards may be picked up at the front desk of the Dedham Police Department. A check or money made payable to the Town of Dedham is due at this time. The cost of the ID card is \$5.00 each (eg. if you're picking up three ID cards the check or money order should be in the amount of \$15.00).
- 5) If the individuals applying for the Individual permit do not have a valid Massachusetts Drivers License or ID Card he/she must submit a passport size digital facial image with the application
- 6) Questions regarding Solicitor Registration Applications or soliciting activities should be directed to the Dedham Police Administrative Sergeant at 781-751-9300



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Door-to-Door Solicitation and Canvassing

32.1 Purpose

This article, adopted pursuant to G.L. c. 43B, § 13 and Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, establishes registration requirements and specific operation requirements for persons intending to engage in door-to-door canvassing or solicitation in the Town of Dedham in order to protect its citizens from disruption of the peaceful enjoyment of their residences and from the perpetration of fraud or other crimes; and, to allow for reasonable access to residents in their homes by persons or organizations who wish to communicate either commercial or non-commercial messages.

32.2 Definitions

For the purpose of this By-law, the following definitions shall apply:

32.2.1 "Soliciting" shall mean and include any one or more of the following door-to-door activities:

- (a) selling, or seeking to obtain orders for the purchase of goods or services, including advertising in any type of publication, for any kind of consideration whatsoever;
- (b) selling, or seeking to obtain prospective customers for application for purchase of insurance of any kind;
- (c) selling, or seeking to sell subscriptions to books, magazines, periodicals, newspapers or any other type of publication;
- (d) seeking to obtain gifts or contributions of money, or any valuable thing for the support or benefit of any association, organization, corporation or project wholly or in part for commercial purposes or by a professional solicitor or commercial co-venturer for a charitable or other non-commercial organization;
- (e) seeking to obtain information on the background, occupation, economic status, political affiliation, attitudes, viewpoints, or the like of the occupants of a residence for the purpose of selling or using such data, wholly, or in part, for commercial purposes.

32.2. "Canvassing" shall mean and include any one or more of the following door-to-door activities:

- (a) person-to-person distribution of literature, periodicals, or other printed materials for commercial purposes, but shall not include placing or dropping off printed materials on the premises;
- (b) seeking to enlist membership in any organization for commercial purposes;
- (c) seeking to present, in person, organizational information for commercial purposes.

32.2.3 “Residence” shall mean and include every individual dwelling unit occupied for residential purposes by one or more persons.

32.2.4 “Registered solicitor” shall mean any person who has obtained a valid certificate of registration from the Town as required by this By-law.

32.2.5 “Charitable organization,” “Professional solicitor” and “commercial co-venturer” shall be defined as set forth in G.L. c. 68, § 18.

32.3 Registration

Every person or organization intending to engage in soliciting or canvassing door-to-door in the Town of Dedham must apply for a permit with the Chief of Police at least fourteen (14) business days in advance by filing a registration application form with the Chief of Police.

32.3.1 Organization application forms shall include the following information:

- (a) The name and address of the organization applying for registration, and the names and addresses of the organizations’ principal officers. If the organization is a charitable organization, a copy of the Annual Registration Statement filed with the Attorney General’s Division of Public Charities must be provided with this application. Failure to include a copy of the Annual Registration Statement under such circumstances will render the application incomplete and no action will be taken thereon.

If the organization is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon.

- (b) The name, title and phone number, IRS or Social Security (optional) number and photo identification of the persons filing the application form.

- (c) The names and addresses of the person(s), if any, who will be directly supervising the solicitation or canvassing operation in the Town of Dedham.
- (d) A list of the names, addresses, dates of birth of all individuals who will be employed in solicitation or canvassing by the applicant.
- (e) Period of time for which certificate of registration is needed (note: no certificate may be granted for longer than a 90 day period).
- (f) Names of the last three communities (if any) in which the organization has conducted a solicitation or canvassing operation, complete with the date issued and date expired.
- (g) Insurance information and license, if applicable.

32.3.2 Individual registration forms shall be required for all individuals, including those who are affiliated with an organization registered under Section 32.3.1 hereof. Individual registration forms shall contain the following information:

- (a) Name and address of the present place of residence and length of residence at that address; if less than three years residence at present address, the address of residence(s) during the past three years.
- (b) Date of birth.
- (c) Name, address and telephone number of the person or organization whom the applicant represents and the length of time the applicant has been associated with or employed by that person or organization. If the individual is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract, if any, with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon.
- (d) Name and address of employer during the past three years if other than listed in Section 32.3.1 hereof.
- (e) Period of time for which certificate of registration is needed (note: no certificate may be granted for longer than a 90 day period).

- (f) Name of the last three communities (if any) in which the applicant has solicited or canvassed door-to-door, complete with the date of issue and expiration date.
- (g) Social Security number. (Optional).
- (h) Photo identification and recent passport-sized photograph of the applicant to be affixed to registration card.
- (i) Make, model and registration number of any vehicle to be used by the applicant while soliciting or canvassing.

32.4 Registration Fee

Each applicant for registration or re-registration shall pay to the Town an application fee of \$25.00 and a fee of \$5.00 for the cost of a registration card.

32.5 Registration Cards

32.5.1 The Police Chief, after a review, but in no event more than fourteen (14) business days after receipt of a fully-completed application, shall furnish each person with a registration card which shall contain the following information:

- (a) The name of the person.
- (b) A recent photograph of the person.
- (c) The name of the organization (if any) which the person represents.
- (d) A statement that the individual has been registered with the Town of Dedham Police Department but that registration is not an endorsement of any individual or organization.
- (e) Specific dates or period of time covered by the registration.

32.5.2 Persons engaged in solicitation or canvassing as defined in this by-law must carry the registration card at all times and present the card to any person solicited or upon the request of any police officer.

32.5.3 Registration cards are valid only for the specific dates or time period specified thereon and in no case for longer than 90 days.

32.5.4 The Police Chief shall refuse to register an organization or individual whose registration has been revoked for violation of this by-law within the previous two year period, or who has been convicted of murder/manslaughter, rape, robbery, arson, burglary/breaking and entering, assault, larceny, as such persons pose a substantial degree

of dangerousness to minors and other persons vulnerable to becoming victims of the violent crimes so listed. The Police Chief shall also refuse to register a person who is a sex offender required to register with the Sex Offenders Registry Board and who is finally classified as Level 2 or Level 3 Sex Offender, as such persons have been found to have a moderate to high risk of re-offense and pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of sex crimes.

32.6 Exceptions

32.6.1 Registration shall not be required for officers or employees of the Town, County, State or Federal governments when on official business.

32.6.2 Individual registration shall not be required for minors under the age of 18 except in connection with canvassing or soliciting on behalf of a profit organization, newspaper carriers excepted.

32.7 Duties of Persons Going Door-to-Door

32.7.1 Upon going into any residential premises in the Town of Dedham, every solicitor, canvasser or other person must first examine any notice that may be posted prohibiting solicitation or other activities. If such a notice is posted, the solicitor, canvasser or other person shall immediately and peacefully depart from the premises.

32.7.2 Any solicitor, canvasser or other person who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

32.7.3 Immediately upon gaining entrance to any residence, each solicitor or canvasser as defined in this by-law must do the following:

- (a) Present his registration card for inspection by the occupant.
- (b) Request that the occupant read the registration card.
- (c) Inform the occupant in clear language of the nature and purpose of his business and, if he is representing an organization, the name and nature of that organization.
- (d) It shall be the duty of every organization employing solicitors or canvassers within the definition of this by-law to notify the Police Department daily as to what area(s) of the Town they will be operating in.

32.8 Restrictions on Methods of Solicitation, Canvassing, or Other Door-to-Door Activities

It shall be unlawful for a solicitor, canvasser or other person to do any of the following:

- (a) Falsely represent, directly or by implication, that the solicitation, canvassing or other activity is being done on behalf of a governmental organization, or on behalf of any municipal employee or elected official.
- (b) Solicit, canvass or conduct any other activity at any residence where there is a posted sign prohibiting the same, without express prior permission of an occupant
- (c) Solicit, canvass or conduct any other activity at any residence without express prior permission of an occupant, before 9:00 a.m. or after 9:00 p.m. where there is no sign posted otherwise limiting solicitation or the hours of solicitation or such other activities.
- (d) To utilize any form of endorsement from any department head currently employed or serving the Town of Dedham.
- (e) Solicit, canvass or conduct any other activity at any residence in a threatening, abusive, or illegal fashion.

32.9 Penalty

32.9.1 Any person or organization who shall violate any of the provisions of this by-law or any applicable state or federal laws governing soliciting or canvassing, including, but not limited to, Mass. G.L. c. 68, shall be subject to a fine not to exceed \$320.00 for each offense.

32.9.2 Any person or organization who for himself, itself, or through its agents, servants or employees shall violate any provision of sections 32.7 or 32.8 of this by law, or any applicable state or federal laws governing soliciting or canvassing, including but not limited to M.G.L. c. 68, or who knowingly provides false information on the registration application, or who is found, after investigation by a police officer, to have conducted himself or itself in a threatening, abusive or illegal fashion, shall have his, her, or its registration revoked by the Chief of Police by written notice delivered to the holder of the registration in person, or sent to the holder by certified mail at the address set forth in the application.

32.10 Appeals

Any person or organization who is denied registration or whose registration has been revoked may appeal by filing a written notice of appeal with the Board of Selectmen. Such appeal must be filed within 5 days after receipt of the notice of denial or revocation. The Board of Selectmen shall hear the appeal at its next scheduled meeting after the filing of the written notice of appeal, provided, however, that if the Board of Selectmen fails to make a determination within 32 days after the filing of the appeal, the registration shall be deemed granted or reinstated as the case may be.

32.11 Severability

Invalidity of any individual provision of this section shall not affect the validity of the by-law as a whole.

32.7.3 (d)....

Daily notification of the Police Department is required prior to beginning canvassing activity

Contact the Dedham Police Department at 781-751-9300 and follow the prompts to speak with a DISPATCHER

Dedham Police Department

Solicitor Registration Application – Organizational

THIS APPLICATION MUST BE FILLED IN COMPLETELY OR IT WILL BE REJECTED.
PLEASE PRINT. (PAGE 1 of 2)

Name of organization applying for registration Telephone No

Address of organization applying for registration (number, street, town, state, ZIP)

Principal officers of organization:

If unincorporated, information regarding owners. If incorporated, information regarding, President, Treasurer, and Secretary/Clerk.

Name Address (number, street, town, state ZIP) Telephone No

1. _____

2. _____

3. _____

Person **completing** this application (attach copy of government-issued photo identification):

Name Title

Residential address (number, street, town, state, ZIP) Telephone No

Local address:

Hotel/motel name Address (number, street, town, state)

Persons who will be supervising soliciting operations in Dedham

Name E-Mail address Telephone No.

1. _____

2. _____

3. _____

Solicitor registration period requested: (90 day maximum) Starting on _____ Ending on _____	Complete remainder of form on next page
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Dedham Police Department

Solicitor Registration Application – Organizational

THIS APPLICATION MUST BE FILLED IN COMPLETELY OR IT WILL BE REJECTED.
PLEASE PRINT. (PAGE 2)

List the last three communities (city and state) in which your organization engaged in soliciting.

1. _____ 2. _____ 3. _____

Provide the following information **regarding** all of the solicitors who will be working in Dedham.

Name	Residential address	Date of Birth
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Attach additional sheet to list more names or vehicles if necessary.

If this is a charitable organization, attach a copy of the most recent annual registration statement filed with the Massachusetts Attorney General's Office. If this organization is under contract with a charitable organization, attach a copy of the contract.

The above information, including attachments, is true to the best of my knowledge. Signed under the pains and penalties of perjury.

Name

Date

Dedham Police Department

Solicitor Registration Application – Individual

THIS APPLICATION MUST BE FILLED IN COMPLETELY OR IT WILL BE REJECTED.
PLEASE PRINT.

Applicant (attach copy of government-issued photo identification):

Name Permanent residential address (number, street, town, state)

Date of birth (month, day, year) Telephone No. E-Mail

Local address:

Hotel/motel name Address (number, street, town, state)

Past addresses, if any, during last three years (number, street, town, state, period of residence)

1. _____

2. _____

3. _____

Name, address, and telephone number of your employer:

Name Telephone number

Address (number, street, town, state, ZIP)

I have worked for this employer since (month/year): _____ / _____

List the last three communities (city and state) in which you engaged in soliciting.

1. _____ 2. _____ 3. _____

Solicitor registration period requested: (90 day maximum) Starting on _____ Ending on _____	List any vehicle to be used during soliciting: Make: _____ Model: _____ Plate Number: _____ State: _____
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All of the above information is true to the best of my knowledge. Signed under the pains and penalties of perjury.

Signature

Date