



THOMAS M. MENINO
Mayor

CITY OF BOSTON

Mayor's Office of Consumer Affairs and Licensing

Boston City Hall, Room 817
Boston, MA 02201

PATRICIA A. MALONE
Director

**HOW TO APPLY FOR A LICENSE UNDER MASS GENERAL LAW c. 101 section 33
TO SELL ARTICLES FOR CHARITABLE PURPOSE
-OR-
FOR A LICENSE UNDER ST. 1909 C. 538 TO SOLICIT AND RECEIVE
ALMS (CONTRIBUTIONS) IN PUBLIC PLACES**

An application for a license to sell articles for charitable purposes OR to solicit and receive alms (contributions) can be obtained from the Mayor's Office of Consumer Affairs and Licensing, Boston City Hall, Room 817, Boston, MA 02201.

- A. Once you have an application from this office, follow these simple steps:
1. Fully complete the application and bring it to the Area Police Station where the solicitation will be occurring for Area Captain to sign off.
 2. File the completed application and all required documents with the mayor's Office of Consumer Affairs and Licensing.
 3. After the Director conducts a review of your application, the Licensing Division will contact you.
 4. If your application is approved, a license will be made out for you to pick up and bring to Boston Police Headquarters for approval at the Commissioner's Office.
- B. When filing the application, you must submit the following documentation for your organization:
1. The most recent annual report and tax exempt certification filed at the Attorney General's office.
 2. The most recent annual financial statement of the organization.
 3. Copies of solicitation materials distributed to the public and/or brochures or newspaper clips describing the work of the organization.
 4. A copy or actual sample of the identification badge and copies of any solicitation labels used on cans or other solicitation devices.

PLEASE NOTE:

PUBLIC SOLICITATION LICENSES ARE NEVER ISSUED FOR USE IN STREET TRAFFIC, AT TRAFFIC LIGHTS, MAJOR INTERSECTIONS OR TRAFFIC ROTARIES. THEREFORE SOLICITATION LOCATIONS WITH HEAVY FOOT TRAFFIC SHOULD BE PICKED BY YOUR ORGANIZATION.

**THE FEE FOR A LICENSE TO SOLICIT AND/OR RECEIVING OF ALMS IS \$10.00 PER DAY.
PAYMENT MUST BE IN THE FORM OF A CERTIFIED CHECK OR MONEY ORDER ONLY,
MADE PAYABLE TO THE CITY OF BOSTON.
PAYMENT IS REQUIRED ONLY UPON FINAL APPROVAL OF THIS DIVISION**

**APPLICATION FOR A LICENSE UNDER MASS GENERAL LAW c. 101 section 33
TO SELL ARTICLES FOR CHARITABLE PURPOSE
-OR-
FOR A LICENSE UNDER ST. 1909 c. 538
TO SOLICIT AND RECEIVE ALMS (CONTRIBUTUIONS) IN PUBLIC PLACES**

Every charitable organization or individual who seeks to solicit contributions of money, food, clothing or other articles in the streets and any other public places, prior to such sales, obtain a license from the Mayor and receive approval as to the times and places by the Police Commissioner.

Any charitable organization or post of an incorporated organization of United States Veterans of War, who seek to sell articles for a charitable purpose in the streets and other public places in the City of Boston shall, prior to solicitation, obtain a license from the Mayor and receive approval as to times and places by the Police Commissioner.

1. Application is for a period beginning (date) _____ and ending (date) _____ between the hours of _____ and _____.

2. Application is for (please check one) A. _____ Solicitation B. _____ Sale of Articles
To be conducted at (list specific locations). Locations must be street corners, please list both streets. Attach a separate sheet of paper with your locations, if the space provided is not sufficient. _____

2a. If application is for the sale of articles, please describe items to be sold (i.e. flags, buttons, t-shirts, etc.)

3. Legal name of: **Organization:** _____
Address: _____
Telephone: _____

4. Name and addresses of Trustees, or President, Secretary and Treasurer of your organization:

5. State the purpose for which the organization is organized and the purpose or purposes for which the contributions are to be used: _____

6. State the names of the individuals or officers of the organization who shall have final responsibility for the custody of the contributions: _____

7. If the organization does not maintain an office, state the name and address of the persons having custody of the financial records: _____

8. What is the legal form of the organization?
Corporation _____ Unincorporated _____ Trust _____ Other _____
9. Does the organization have a Federal tax exempt letter ?
Yes _____ (please attach a copy)
No _____ (if no, please explain) _____

10. Has the organization ever been enjoined by any court in any jurisdiction from soliciting contributions?
Yes _____ No _____

PLEASE NOTE: A charitable organization soliciting contribution which is required to file an annual registration statement pursuant to Mass General law c. 68 section 19 with the Division of Public Charities in the Department of the Attorney General shall, upon request, furnish a copy of its annual registration statement to the mayor's office of Consumer Affairs and Licensing.

STATEMENT OF EACH APPLICANT:

Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief.

Signature of President or other Authorized Person

Title

Date Signed

Signature of Chief Fiscal Officer

Title

Date Signed

APPLICATION MUST HAVE SIGN-OFF BY AREA DISTRICT POLICE STATION

APPROVAL RECOMMENDED: _____

DENIAL RECOMMENDED: _____

ADDITIONAL COMMENTS: _____