



Consumer Affairs and Licensing

Mayor Martin J. Walsh

APPLICATION FOR LICENSE TO SELL ARTICLES FOR CHARITABLE PURPOSE
(UNDER MASS GENERAL LAW C.101 SECTION 33)

-OR-

TO SOLICIT AND RECEIVE ALMS (CONTRIBUTIONS) IN PUBLIC PLACES
(UNDER ST. 1909 C. 538)

DIRECTIONS

1. Fully complete the application and then bring it to the Area Police Station where the solicitation will be occurring for the Area Captain to sign off.
2. File the completed application and all required documents with the Mayor's Office of Consumer Affairs & Licensing.
3. After the Director reviews your application, the Licensing Division will contact you.
4. If your application is approved, a license will be generated for you to pick up and bring to the Boston Police Headquarters for an approval by the Commissioner.

DOCUMENT CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> Most recent annual report, tax exempt certification, and Certificate of Solicitation filed at the Attorney's General's office.
<i>Office of the Attorney General</i>
<i>Non-Profit Organizations/Public Charities Division</i>
<i>One Ashburton Place, Boston, MA 02108</i>
<i>Tel : (617) 963-2101</i> | <input type="checkbox"/> Copies of solicitation materials distributed to the public and/or brochures or newspaper clips describing the work of the organization |
| <input type="checkbox"/> Most recent annual financial statement of the organization | <input type="checkbox"/> Copy or actual sample of the identification badge
<input type="checkbox"/> Copies of solicitation labels used on cans or other solicitation devices |

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.

SOLICITATION FEE

- The fee for a license to solicit and/or receive alms is \$10.00/ per day.
- Payment **must** be in the form of a certified check or money order.
 - Make it payable to the "City of Boston."
- Payment is required only upon final approval by the Licensing Division.



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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 shall, 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 the 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 the 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: (select one) A. ____ Solicitation B. ____ Sales of Articles

To be conducted at the following locations: (List both streets for street corners. Attach a separate sheet of paper with your locations, if the space provided is not sufficient) _____

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

3. Legal Organization Name: _____

Address: _____

Telephone: _____

Applicant Email: _____

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(s) for which the contribution 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

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 ATTORNEY GENERAL SHALL, UPON REQUEST, FURNISH A COPY OF ITS ANNUAL REGISTRATION STATION TO THE MAYOR'S OFFICE OF CONSUMER AFFAIRS & LICENSING.

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the answers contained in this application 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

SIGN OFF - DISTRICT POLICE CAPTAIN

Police Captain Signature: _____ BPD Area: _____ Date: _____

☐ Approved ☐ Denied Comments: _____