

Business Solicitor License Application

Instructions

1. Complete the entire **Business Solicitor Application** and then have the application notarized by a Notary Public.
2. Bring the completed and notarized application to the Records Division window in the lobby of the Norwalk Police Department at 1 Monroe Street along with the following:
3. You **MUST** have the following items at that time of application submission:
 - a. **Valid Photo Identification** (Driver License, Passport, or State ID card with photo).
 - b. **Passport size Photo.**
 - c. **Certificate of Insurance:** naming the City of Norwalk as the additional insured party with a minimum of \$1,000,000 coverage against any and all damage and injury to property or person by reason of or related to the licensee's use of the public streets, sidewalks or places to solicit orders.
 - d. **Licensing Fees:** \$200 (license) + \$50 (application)= \$250
Money Order or Cash ONLY (NO Business or Personal Checks will be accepted) for \$250 (total), payable to **“City of Norwalk”**.
 - e. **Fee Exemption:** If the applicant is a Connecticut Resident and a Veteran of the U.S. Armed Forces that was discharged honorably, the licensing fee will be waived. Applicant must submit a copy of the Discharge papers (DD214) with application.

Questions: Contact Lt. Weisgerber at (203) 854-3164 or aweisgerber@norwalkct.org.

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