

# Elizabethtown Borough

## Transient Retail Business

# Permit Application Packet

**This entire packet must be completed and returned to the Elizabethtown Police Department.**

The following items must be completed and submitted as part of this application process:

- Page 1: Read and sign verifying that you understand the conditions of the Transient Retail Business ordinance.
  
- Page 2 or Page 3: Complete the appropriate page.
  - Page 2 requires you to complete and submit a criminal history check through the P.A.T.C.H. system. You must print a copy of your P.A.T.C.H. criminal record check (Whether you have a criminal record or not, the original printed summary must be submitted). The cost is \$10, you pay this directly to the state through the P.A.T.C.H. website.
  - OR**
  - Page 3, you may request the Elizabethtown Police Department to perform the P.A.T.C.H. criminal record check for you, the cost is \$10. If you choose this option, you pay \$10 to the Elizabethtown Police Department to perform this criminal record check for you AND
  - Complete and submit page 5.
  
- Page 4: Complete the Transient Retail Business Application.
  
- Page 5: If you have requested the police department to perform the criminal record check, complete and submit this page.
  
- Submit the \$15 application fee. You will also need to be fingerprinted and photographed.

**Regulations and General Information: (Please Read Carefully)**

1. Any person convicted of a felony or a crime involving moral turpitude shall not be issued a permit.
2. Loudspeakers, horns or noises of any kind are prohibited for use.
3. Photographs and fingerprints will be mandatory for all applicants.
4. A criminal history check will be mandatory for all applicants; any information discovered by the criminal history check will be put on file with the Elizabethtown Police Department.

**(See Pages 2 & 3 for additional information regarding the P.A.T.C.H. Criminal Record Check)**

5. Permits must be exhibited in plain view at all times while conducting business.
6. Altering, defacing or transferring permits is strictly prohibited.
7. No applicant may enter any property without first obtaining permission from the owner or person(s) in control of such property.
8. Hours of solicitation shall be between 9:00 a.m. and 6:00 p.m. ONLY. Solicitation on Sundays and Legal Holidays is strictly prohibited.
9. The fee for a license to conduct Transient Retail Business is \$15.00 per applicant per year.
10. It is unlawful to sell any product or type of product not mentioned in the permit.
11. The issuance of a Transient Retail Business permit IS NOT an endorsement by the Borough of Elizabethtown or the Elizabethtown Police Department.

**CERTIFICATION:**

I hereby certify that there are no willful misrepresentations or falsifications of facts in the statements made herein or on any other document herein attached. I am aware that should an investigation disclose such misrepresentations or falsifications, I will be disqualified from receiving a permit to conduct transient retail business within the Borough of Elizabethtown, PA. I shall also adhere to, and I understand, the provisions set forth in Elizabethtown Borough Ordinance, Chapter 13 relating to Transient Retail Business. I also understand that violations of these provisions are punishable by a fine of up to \$600 and, in default of payment of said fine and costs, a term of imprisonment not to exceed 30 days. Each day that a violation of this Ordinance continues shall constitute a separate offense.

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Applicant's Signature

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Date

# Submitting for Your Own Criminal Record Check

## Criminal Record Check

A criminal record check is required to be completed and submitted to the Pennsylvania State Police using the Pennsylvania Access to Criminal History (P.A.T.C.H.) program. The applicant has the option on how the criminal history check will be completed. The applicant can apply to the Pennsylvania State Police to get the check done or the Elizabethtown Police Department, as a service to the applicant, can perform the P.A.T.C.H. check. It is up to the applicant. Either option will cost the applicant ten (\$10) dollars.

## **IF APPLICANT PERFORMS THEIR OWN P.A.T.C.H. CHECK**

The applicant is solely responsible for submitting the appropriate information (and fees) for this Criminal Record Check. It's findings, whether a criminal record is indicated or not, must be submitted to the Elizabethtown Police Department, along with the Transient Retail Business application.

### How to get your own criminal record check

There are two methods available to complete a criminal record check:

1. Submit form SP4-164 (available from the Elizabethtown Police Department). This method will take approximately four (4) weeks to receive your results.
2. You may get a criminal record check by an internet request. This request is done through the P.A.T.C.H. Program (Pennsylvania Access to Criminal History). P.A.T.C.H. accepts Visa, Discover, Master Card and American Express. Results are immediately available. The web site is:  
<http://www.psp.state.pa.us/patch/site>

**If you decide to use the P.A.T.C.H. program to ascertain your criminal record, you MUST PRINT THE RESULTS and submit the printed results with your completed application. Even if you do not have a criminal record, the results must be printed and submitted with the Transient Retail Business application.**

All of the below listed items must be submitted to the Elizabethtown Police Department to receive consideration in being issued a permit to conduct Transient Retail Business in Elizabethtown, Lancaster County, Pennsylvania.

1. Criminal Record Check findings (print out the summary page(s), whether a criminal record is indicated or not, bring the original printed P.A.T.C.H. record)
2. Completed Transient Retail Business application (Page 1 & 4)
3. Fifteen (\$15) dollar application processing fee

Once you submit your Criminal Record, completed Transient Retail Business application and appropriate fee, the police will fingerprint and photograph you.

After the above requirements are completed, the application will be reviewed for approval. Upon approval, a Transient Retail Business permit will be available for pick up at the police station within three (3) business days.

# Requesting the Police to Check Your Criminal Record

## Criminal Record Check

A criminal record check is required to be completed and submitted to the Pennsylvania State Police using the Pennsylvania Access to Criminal History (P.A.T.C.H.) program. The applicant has the option on how the criminal history check will be completed. The applicant can apply to the Pennsylvania State Police to get the check done or the Elizabethtown Police Department, as a service to the applicant, can perform the P.A.T.C.H. check. It is up to the applicant. Either option will cost the applicant ten (\$10) dollars.

## **IF APPLICANT REQUESTS THE ELIZABETHTOWN POLICE DEPARTMENT TO PERFORM THE P.A.T.C.H. CHECK**

The applicant will complete the appropriate forms and pay the ten (\$10) dollar P.A.T.C.H. fee.

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**NOTE: This \$10 P.A.T.C.H. fee is not part of the \$15 application processing fee. It is the amount the Pennsylvania State Police charge for a P.A.T.C.H. criminal history check.**

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Applicants will be given a copy of their criminal history as reported through the P.A.T.C.H. program.

The applicant must complete and submit the following to the Elizabethtown Police Department:

1. Complete a Criminal History waiver form (Page 5)
2. Completed Transient Retail Business application (Page 1 & 4)
3. Twenty-five (\$25) fee [\$15 application processing fee and \$10 P.A.T.C.H. fee]

Once you submit your Criminal Record, completed Transient Retail Business application and appropriate fee, the police will fingerprint and photograph you.

After the above requirements are completed, the application will be reviewed for approval. Upon approval, a Transient Retail Business permit will be available for pick up at the police station within three (3) business days.

**TRANSIENT RETAIL BUSINESS APPLICATION**

This application must be completed for each person wishing to conduct transient retail business in the Borough of Elizabethtown. PRINT NEATLY

**Applicant's Information:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Other Names Used in the Past (Maiden, Etc.) \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Color of Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Tattoos: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(List location and description, use back as required)

Driver License Number: \_\_\_\_\_ State: \_\_\_\_\_

Last Date Solicited: \_\_\_\_\_ City: \_\_\_\_\_

If Issued, Soliciting Permit Number \_\_\_\_\_ Issued By: \_\_\_\_\_

Next Soliciting Location: City: \_\_\_\_\_ Date: \_\_\_\_\_

Do you have any prior arrests and/or charges: YES \_\_\_\_\_ NO \_\_\_\_\_ Explain: \_\_\_\_\_

Arresting Police Department: \_\_\_\_\_

**Vehicle Information:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Number of Doors: \_\_\_\_\_ License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Organization/Business Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Types of Business/Goods to be sold: \_\_\_\_\_

Soliciting for Funds Only: Yes \_\_\_\_\_ No \_\_\_\_\_

# Elizabethtown Police Department

## Transient Retail Business Application

### Authorization to Obtain Personal and Protected Information

I authorize the Elizabethtown Police Department to perform a background investigation in connection with my request to conduct transient retail business in the Borough of Elizabethtown. This background investigation may include police arrests and/or convictions, driving records and Pennsylvania Access to Criminal History (PATCH) records.

I authorize the release of any information that the Elizabethtown Police Department may request from the above sources. A copy of this release shall be as valid as the original document even though the said photocopy does not contain an original writing of my signature. I also understand and agree that all information received by the Elizabethtown Police Department in connection with this background investigation is confidential. At my request, I am entitled to one (1) copy of any findings.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorneys fees arising out of or by reason of complying with this request.

\_\_\_\_\_  
Requestor's Name (Print)

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Requestor's Date of Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Requestor's Social Security Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Other Names Used (Maiden, etc.)

\_\_\_\_\_  
Date

Witness: (If participant is a juvenile, parent/guardian must sign as witness)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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**POLICE USE ONLY**

P.A.T.C.H. Criminal History check performed by: \_\_\_\_\_

\_\_\_\_\_  
Signature

Criminal Record    YES    NO

(Print all findings, whether there is a criminal record or not and attach it to this form) \_\_\_\_\_

\_\_\_\_\_  
Date