



Elizabethtown Borough

Transient Retail Business Permit Application Packet

This packet in its entirety must be completed and returned to the Elizabethtown Police Department for processing.

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

- ☐ Page 1: Read and sign acknowledging you understand the conditions of the Transient Retail Business Ordinance.
- ☐ Page 2: Complete the criminal history check 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. There is a fee which you pay directly to the state through the P.A.T.C.H. website.
- ☐ Page 3: Complete the Transient Retail Business Application.
- ☐ Submit the \$15 application fee. You will also need to make an appointment 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 Page 2 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.

Applicant's Signature

Date

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 is solely responsible for submitting the appropriate information (and fees) for this criminal record check. Its 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 via mail which can be obtained at either <https://epatch.pa.gov> (Help Tab) or the Elizabethtown Police Department. This method will take approximately four (4) weeks to receive your results.
2. You may get a criminal record check via 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, Mastercard and American Express. Results are immediately available. The website is: <https://epatch.pa.gov>

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 Borough, 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 & 3)
3. Fifteen (\$15) dollar application processing fee

Once you submit your Criminal Record Check, 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, you will be notified by administration to pick up your Transient Retail Business permit.

Transient Retail Business Application: this application must be completed for each person wishing to conduct transient retail business in the Borough of Elizabethtown. PRINT LEGIBLY

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 _____