



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. A charitable organization soliciting contribution is **required** to file an annual registration statement pursuant to Mass General Law c. 68 section 19 with the Division of Non-profit/ Public Charities in the Office of the Attorney General.
2. Complete this application in its entirety and then bring it to the District Area Police Station where the solicitation will be occurring for the Area Police Captain to sign off. Please submit separate applications for different districts.
3. File the completed application and all required documents listed below with the Mayor's Office of Consumer Affairs & Licensing.
4. After the Executive Director reviews your application, the Licensing Division will contact you. If your application is approved, a solicitation license will be generated for you to pick-up and bring to the Boston Police Headquarters for an approval and sign off by the Police Commissioner.
5. Upon the approval and sign off by the Police Commissioner, you will return to the Licensing Division for the final approval, sign off, and license payment.

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
Non-Profit Organizations/Public Charities Division
One Ashburton Place, Boston, MA 02108
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 |
| | <input type="checkbox"/> A list of the streets and cross streets that the applicant wishes to solicit or receive alms. |

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.

BOSTON CITY HALL, ROOM 817, ONE CITY HALL SQUARE, BOSTON, MA 02201
TELEPHONE: LICENSING DIVISION 617-635-4165 • FAX: 617-635-0709 • MOCAL@BOSTON.GOV



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

3. Solicitation or sales of articles will 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**) _____

4. Legal Organization Name: _____
Address: _____
Telephone: _____
Applicant Email: _____
5. Name and addresses of Trustees, or President, Secretary and Treasurer of your organization: _____

6. State the purpose for which the organization is organized and the purpose(s) for which the contribution are to be used: _____

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

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

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

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

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, business check or money order.
 - Make it payable to the "City of Boston."
- Payment is required only upon final approval by the Licensing Division.

STATEMENT OF APPLICANT: 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, and that there are no other indirect interests in this license other than those indicated in this application.

SIGNATURE OF PRESIDENT OR OTHER AUTHORIZED PERSON	TITLE	DATE SIGNED
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SIGNATURE OF CHIEF FISCAL OFFICER	TITLE	DATE SIGNED
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SIGN OFF - DISTRICT POLICE CAPTAIN

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

Approved Denied Comments: _____
