



**City of Annapolis**  
Office of the City Clerk  
145 Gorman Street, 3<sup>rd</sup> Fl  
Annapolis, MD 21401-2535

[CityClerk@annapolis.gov](mailto:CityClerk@annapolis.gov) • 410-263-7942 • Fax 410-280-1853 • [www.annapolis.gov](http://www.annapolis.gov)  
Deaf, hard of hearing or speech disability - use MD Relay or 711

## **Solicitors / Canvassers License**

### **Instructions**

A solicitors/canvassers license is required: for persons seeking donations of any kind; to ensure activities are not detrimental to the public health, safety and welfare; and, to ensure compliance with all applicable City Code regulations.

### **Authority**

Annapolis City Code and Charter, Chapter 7.44

### **Steps in the application process**

1. The applicant(s) obtains an application either on the website or at the City Clerk's Office above.
2. An original, complete, application must be submitted for each person within a group. Incomplete applications will be returned to the applicant.
3. The City Clerk's Office reviews the application and forwards it to the Mayor for evaluation and approval. The Mayor may seek the recommendation of the Chief of Police.
4. The applicant submits a \$35.00 fee, payable to the *City of Annapolis*, with the letter.
5. The applicant receives from the Office of the City Clerk a registration certificate which must be carried by each person at all times while soliciting or canvassing.

### **Processing time**

Processing of your application will take approximately two weeks. Please contact us after that time to determine the status of your application.

### **Enforcement and appeals**

§7.44.030

Any registration may be revoked by the Mayor or the Chief of Police because of any violation by the registrant of this section or of any ordinance, or of any State or Federal law, or whenever the registrant ceases to possess the qualifications and character required by this chapter for the original registration. (Prior code § 17-25.1(c))

### **Other considerations and requirements**

- 11.28 Bothersome street soliciting
- 11.36 Offenses against property



**City of Annapolis**  
**Office of the City Clerk**  
 145 Gorman Street, 3<sup>rd</sup> Fl  
 Annapolis, MD 21401-2535

[CityClerk@annapolis.gov](mailto:CityClerk@annapolis.gov) • 410-263-7942 • Fax 410-280-1853 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

### Solicitor / Canvasser License Application

City Code Section 7.44

*Each solicitor/canvasser must submit an original application.*

Applying for  Solicitor  Canvasser  
 Applicant's full name \_\_\_\_\_  
 Address \_\_\_\_\_

Age	M	F	Date of birth	Height	Weight	Hair color	Eye color

Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone, day \_\_\_\_\_

Nature of service or organization represented \_\_\_\_\_

Proposed method of operation \_\_\_\_\_

Dates certificate will be used (include days and hours)  
 \_\_\_\_\_

Area of city to be covered \_\_\_\_\_

*Note: Any registration may be revoked by the Mayor or the Chief of Police because of any violation by the registrant.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR CITY USE ONLY					
Dept	Sent	Returned	Approved	Disapproved	Signature
Mayor					
Chief of Police		n/a	n/a	n/a	n/a