



TOWN OF BURLINGTON, CT

TOWN SOLICITOR - PEDDLER - VENDOR PERMIT DIRECTIONS

- 1.) Complete Town Permit Application with all necessary information. After First Selectman's review of application and approval, an administrative fee of **\$50** payable to the Town of Burlington will be due at time of submitting application. We **do not** accept any card payments, check or money order are preferred.
- 2.) You will need to call the First Selectman's office at **(860) 673-6789, ext. 1** to obtain our Town Service Code. You will use this when logging into the Connecticut Criminal History Request System Pre-enrollment using the below link. This will prompt you to schedule your fingerprinting appointment.

<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>

*****Be sure to print out the email which will have a barcode on it and**
bring this to your fingerprinting appointment.***

There is a \$75 processing fee for this Criminal Background Check payable to the Treasurer, State of Connecticut. Only online payment is accepted and is due at the time of your pre-enrollment.

There will be a charge for State Fingerprinting due at the time of your appointment. Please check with the police department you choose to go to and find out the cost, as the cost does vary for each police department. When calling, also ask type of payment they accept as that varies as well.

- 3.) Once you have completed this process, you will be contacted by the First Selectman's office once we receive the results of your Criminal Background Check. If your results come back clear, you will then come to the First Selectman's Office to receive your approved/signed permit.

If you have any questions, please contact the First Selectman's office at the number listed above.

**PERMIT TO PEDDLE, VEND OR SOLICIT
ORDERS IN THE TOWN OF BURLINGTON / REVISED 09/05/2025**

1. Name: _____
2. Address: _____
3. Phone Number: _____
4. Physical Description of Applicant:
(a) DOB _____ (b) Height _____ (c) Weight _____ (d) Hair Color _____
(e) Color of Eyes _____
5. Requested Dates for Soliciting (Not to exceed one year from date of issue):

6. Information concerning person, firm or corporation for whom or through whom orders and sales are to be solicited or cleared:
(a) Name of Person or Firm: _____
(b) Address of Person or Firm: _____
7. Nature of Goods, Wares or Merchandise to be sold or for which orders are to be solicited:

8. This Permit is valid from _____ to _____
at the following location(s):

9. Void unless validated by the First Selectman or his designee.

Permittee

Validating Authority
First Selectman

Stamped credentials are non-transferable. The holder shall have his stamped credentials in his possession at all times while soliciting orders and shall exhibit the same at any time upon request by any police officer, constable of the Town or any purchaser or prospective purchaser.

No person shall solicit orders from door to door, or on any street or highway, within, or by telephone from and within the Town, or ring any bell or use any other noise-making device, mechanical or otherwise, for the purpose of attracting customers for his business between the hours of 7:00 p.m. and 7:00 a.m., Eastern Standard Time.

- (a) The solicitor shall conduct himself in an orderly and lawful manner at all times.
- (b) The solicitor shall give a written receipt for all orders taken within the Town, which receipt shall be signed by the solicitor and shall set forth a brief description of the goods, wares or merchandise ordered, the total purchase price thereof, and the amount of the down payment received by the solicitor from the purchaser.

Non-Refundable Fees: \$50 - Town of Burlington (Administrative Fee)
\$75 - Treasurer, ST of CT (Processing Fee for Criminal Background Check)

****PLEASE ATTACH A COPY OF A VALID DRIVER'S LICENSE TO APPLICATION****