

## **New Solicitor Application Steps**

1. Create a new call in IMC for “Soliciting.”
2. Provide the person with the DPD Solicitor Application and have them fill it out.
3. Get their license and run the person for a criminal check in MA and III
4. Attach the person applying for the permit to the call in IMC.
5. Ask the person if they will be in a vehicle while soliciting.
  - a. If “Yes”, get the license plate and attach the vehicle to the call in IMC.
6. Photograph the person applying for the permit and then attach that picture to the master name record in IMC
7. If the person is suitable, get the next orange permit in order from the envelope, fill it out, sign it and put an expiration date of 1 year.
8. Add the person to the Google Sheets “Solicitor’s Log” under the correct permit number.
9. Provide the person with the permit and a lanyard to be always worn when soliciting in Dover.
10. Print out and provide the “No Solicitation” list to the person.
11. Fill out the “For Police Only” section of the application and add the permit number from the “Solicitors Log” to the top right of the application. Sign the application and put it in the folder in Dispatch.