



Office of Consumer Protection

50 Sanatorium Road, Building A, 5th Floor, Pomona, NY 10970
Phone: (845) 364- 3901 Email: CPLCAL@co.rockland.ny.us

Kimberly Von Ronn, Esq.
Director and Public Advocate

PROFESSIONAL SOLICITOR LICENSE APPLICATION INSTRUCTIONS

Failure to complete the required information may result in the delay or rejection of your application. Do not leave portions blank. Complete all required sections; write N/A, if appropriate. Providing false or misleading information in the application may result in the denial of your application and subjects you to suspension or revocation, if license is issued, as well as possible criminal penalties pursuant to Penal Law Section 175.

To avoid delays, please ensure that you carefully read and follow all instructions to submit a complete application.

1. Application Requirements

- ❖ Applications must be filled out *completely*. Incomplete applications may be rejected.
- ❖ Required forms and documents must accompany the application.
- ❖ Fees must be paid before Application will be reviewed.
- ❖ Application must be signed and notarized.

2. Fees

- ❖ \$50 Application Fee
- ❖ All fees are non-refundable, regardless of whether an application is approved, and a license is issued. Payment can be made by Credit Card, Check, or Money Order payable to:
Rockland County Commissioner of Finance

3. Expiration of License

- ❖ Every license shall expire at the close of business of the day succeeding the last date of the event licensed, except that, where the renditions are held at the same permanent location within the County of Rockland on a continuous basis for the same solicitor, the license shall expire one year from the date of issuance.

4. Photo of Applicant

- ❖ Enclose two (2) recent 2" x 2" photo (passport style) taken within the past 6 months of applicant with application.

5. Contract and Itinerary

- ❖ The application must include a copy of the completed contract between the solicitor and the fundraising organization.

6. **Child Support Certification**

- ❖ Applicants must complete Child Support Certification Form. Forms must be notarized.

Persons who are four (4) months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits. *NYS General Obligations Law § 3-503.*

The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the New York State Penal Law.

7. **Criminal Convictions**

- ❖ You will be required to list any criminal convictions.
- ❖ A criminal conviction does not represent an automatic bar to licensure. Each case is considered and evaluated on an individual basis in relation to the type of work performed.



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PROFESSIONAL SOLICITOR LICENSE APPLICATION CHECKLIST

Use this courtesy Checklist to confirm you have all the required documents to complete your application. Failure to submit a complete application may result in your application being rejected or delayed.

- Application Form
- Child Support Certification
- Two 2"x2" photos (passport style)
- Proof of Authority to Conduct Business in Rockland County, State of New York
- Color Photocopy of Valid Driver's License
- License Fees
 - Application - \$50
 - Check or Money Order: Payable to *Rockland County Commission of Finance*
 - If you prefer to pay by Credit Card, you will be invoiced at the time of processing
- A copy of the completed contract between the solicitor and the fundraising organization



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PROFESSIONAL SOLICITOR LICENSE APPLICATION

PART I. APPLICANT INFORMATION

Answers to all questions must be accurate and complete. Please do not leave blank spaces. Write N/A as needed. Do not submit an incomplete application without all required documentation. Incomplete applications will result in a delay. **False statements made herein are punishable by a Class A Misdemeanor pursuant to 210.45 of the NYS Penal Law.**

Name of Professional Fundraiser: _____

License Number: _____ Dates of Event: _____

Name of Business: _____

Trade/Assumed/Display Name (DBA): _____

Business Street Address: _____

Town/Village: _____ State: _____ Zip: _____

Business Phone: (____) _____ - _____ Email: _____@_____.com

NOTE: Email address must be legible, accurate and regularly monitored as it will be used to create your online profile, and you will receive important notifications regarding your license via this email.

Name of Applicant (Last, First, Middle): _____

Date of Birth (MM/DD/YYYY): ____ / ____ / ____ Sex (circle): Male Female

Home Street Address: _____

Town/Village: _____ State: _____ Zip: _____ Personal Phone: (____) ____ - ____

A. Other Background Information

1. Does the business have any outstanding judgments? If yes, provide letter from attorney or accountant explaining how you are actively resolving the judgments.

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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1. Have you been convicted of a crime within the last ten (10) years? Do not include minor traffic violations.

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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If Yes, attach a list of all criminal convictions including date, name, charge, and disposition—court and date.

False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Signature of Applicant
Note: Digital / Typed signatures are not accepted.

SWORN BEFORE ME THIS DATE
_____ Day of _____, 20____

COMM. OF DEEDS - NOTARY PUBLIC
County of _____
No. _____



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TO: Licensees & Applicants

RE: Child Support Certification

New York State law (General Obligation Law, Section 3-503) **REQUIRES** this office to gather information to allow the Department of Social Services to determine if applicants for a license issued by this office and those seeking to renew their license are in default of their obligation to pay child support.

Therefore, you must fill out the attached form completely and sign same before a notary. The information you supply will be checked by the Department of Social Services against a nationwide database to confirm that you are not in default on child support obligations.

PLEASE TAKE NOTICE that providing false information may result in criminal charges and, in addition, may result in the denial of your application or renewal of your license.

PLEASE TAKE FURTHER NOTICE that any persons who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits including, but not limited to, licenses issued pursuant to section 11-0713 of the environmental conservation law.

Thank you for your cooperation in this matter.

Attach.

