



Town of Portland, Connecticut  
Equal Opportunity Employer  
**Office of the First Selectwoman**  
33 East Main Street / P.O. Box 71  
Portland, CT 06480-0071  
Phone: (860) 342-6715  
Fax: (860) 342-6714  
[www.portlandct.org](http://www.portlandct.org)

**To all applicants for a license to Canvass, Hawk, Peddle, Solicit, or Vend:**

You must submit the following information for your application to be accepted and processed:

1. A completed and signed application
2. Photo identification of individual(s) completing application
3. Copy of Sales Tax Certificate
4. Evidence of Health Code Compliance, where applicable
5. Licensing fee\* will be paid by the Company (only one licensing fee is required for the company, not each individual listed as representing the company) {\*Veterans are exempt; documentation must be provided}
  - \$30.00 – one year
  - \$18.00 – 90 days
  - \$15.00 – special events, one day
  - \$12.00 – per two to three day weekend event
  - \$6.00 – one month or less
6. Any organization with multiple people canvassing, hawking, peddling, soliciting or vending must list each individual on the application and provide the requested personal information in full
7. Application will be reviewed and criminal background search will be conducted by the Portland Police Department and upon their clearance, said license will be processed within 10 business days
8. Upon issuance of license, applicant must display said license prominently in the place of business or carry upon your person when engaged in canvassing, hawking, peddling, soliciting or vending door-to-door.