



City of Annapolis
Office of the City Clerk
 160 Duke of Gloucester Street
 Annapolis, MD 21401-2517

CityClerk@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

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 fee according to the current Fee Schedule, 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

[Section 11.28](#) Bothersome street soliciting

[Section 11.36](#) Offenses against property



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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

Mayor Sent _____ Returned _____ Approved Disapproved

Signature _____ Date _____

Chief of Police Sent _____