



# Avon Police Department

60 West Main St., Avon, CT 06001

Telephone (860) 409-4200 Facsimile (860) 409-4206

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**Paul J. Melanson, Chief of Police**

*“To Protect and To Serve”*

## **Procedures for Obtaining a Solicitor, Peddler or Hawker Permit**

1. Application: Fill out application in its entirety. Applications are available from the Police Department Records Unit, by mail or from Town of Avon website (<https://www.avonct.gov/police-department>)
  - If operation involves a group of people, each person must fill out an application. (See permit fee info below.)
  - If operating “frozen dessert truck”/ice cream truck, vendor must review info on CT DMV website re: mandatory equipment and operating requirements. Link to CT DMV website is:  
  
<https://portal.ct.gov/DMV/General/Ice-Cream-Trucks>
2. Fingerprints: All applicants must be fingerprinted. The Detective Unit conducts fingerprinting on Tuesdays (8:00 a.m. to 12:00 p.m.) and Thursdays (1:00 p.m. to 4:00 p.m.). Please call (860-409-4230) 20-30 minutes prior to coming in for fingerprinting, to ensure that a member of the Detective Unit is available.  
  
**\*\*See attached CT Criminal History Records Search PRE-ENROLLMENT instructions. You MUST PRE-ENROLL before coming to APD for fingerprinting and you MUST BRING the successful pre-enrollment information with you.\*\***
  - The fee is \$75.00 and payment is made on-line, at the time of pre-enrollment.
  - Once you have completed the on-line Pre-Enrollment process, you will be given a registration form which will contain a tracking number. **YOU MUST PRINT OUT THE REGISTRATION FORM AND BRING IT WITH YOU** to the Police Department for your fingerprinting appointment.
  - **Plan on being fingerprinted 4 weeks before event, as results need to be received by APD before permit is signed.**
3. Background Investigation: A background check will be conducted as part of the application, both in-house and statewide.
4. The Town of Avon permit fee is \$25.00 per person(multiple applicants from same company-Town fee is \$25.00 per person, up to a maximum of \$250.00 within same company) and is payable when permit has been approved One check may be used to pay the Town permit fee for all applicants from the same company. Each applicant must come to the Police Department Records Unit, in person, to pick up their permit. Permits are valid for one year from the date of issuance.
5. All applications will be reviewed by the Chief of Police. When permits are approved and ready for pick-up, the contact person indicated on the application will be called. Permits must be picked up at Records Unit, Monday – Friday, 8:30 a.m. to 4:30 p.m. (Note: Summer hours may be in effect from end of June through August – be sure to check for special hours.)



**NATIONALLY ACCREDITED SINCE 1993**