

REQUIREMENTS FOR NOT-FOR-PROFIT ORGANIZATIONS WISHING TO SOLICIT WITHIN THE TOWN OF HUNTINGTON (Town Code Chapter 149)

Town of Huntington, 100 Main Street, Huntington NY 11743

Town Clerk's Office, Room 102

(631) 351-3206

Fax: (631) 351-3205

Andrew P. Raia

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Charitable or religious organizations, in accordance with Internal Revenue Code and New York State tax law are exempt from fingerprinting and fees. However, the Town does require a letter of explanation outlining the organization's mission, intended canvass period, names of canvassers, and proof of the corporation's not-for-profit status within New York State. Copies of handout materials should also be included.

Applications must be legibly filled out in their entirety and signed in the presence of a Notary Public by the canvasser who, in accordance with Town Code Chapter 149, Peddlers and Solicitors §149-3.E., must be 16 years of age or older. Three 2" x 2" passport-type (head and shoulders only) photographs must be attached to each application in addition to a photocopy of the applicant's driver license.

Your letter of explanation with handouts and completed applications should be returned to the Town Clerk's office. As soon as all is reviewed, the applications will be processed and you will be called to arrange for canvassers to pick up their identification cards.

We are open Monday through Friday from 8:30 a.m. to 4:30 p.m. Any questions you have regarding this process may be directed to the Deputy Town Clerk.

Andrew P. Raia
Town Clerk