



POLICE DEPARTMENT

Solicitation Permit Application Checklist

Welcome and congratulations on deciding to do business in the City limits of Greenville. To obtain a Solicitation Permit, the following procedures must be accomplished:

- ✓ A non-refundable application fee of \$30 must be paid at the Greenville Police Department Records Unit located inside the police department at 500 S. Greene St. Checks or money orders should be made payable to the City of Greenville. The fee is required for each application.
- ✓ Solicitation Permit applications may be obtained from the Records Unit Monday-Friday, 9:00 a.m. until 4:30 p.m. Or download from our website [linked here](#).
- ✓ If the solicitation is to be conducted on private property, the applicant must submit written documentation granting permission from the property owner at the time the application is submitted.
- ✓ When the police department's application process is complete, you will be contacted and advised to pick-up a copy of your permit at the Greenville Police Department Records window in the front lobby of the police department Monday-Friday between 9:00 a.m. and 4:30 p.m.
- ✓ Applications must be submitted no later than 5 business days prior to the event.
- ✓ Greenville City Code prohibits roadway solicitations. Solicitors are prohibited from going into the roadway for any reason while conducting a solicitation.
- ✓ Solicitation Permits are only granted to non-profit organizations or to groups conducting solicitation events on behalf of a non-profit organization.

Any questions relating to this application process should be directed to the Records Unit at (252) 329-4325.