
INFORMATION TO BE SUBMITTED WITH YOUR APPLICATION

If you are an individual solicitor and not working for a company, partnership or corporation, you must post a \$2,000 Surety Bond (the Bond must be drawn up on the form provided by Prince George's County). If you are soliciting for a company, partnership or corporation, the firm that you are employed by may provide the Bond. Bond approval is required prior to submission of Solicitor applications. Your license will only be valid for as long as the Bond is in effect. Bonds are only valid for one year from the date of issuance. Upon expiration of the Bond, please provide a Continuation Certificate for the approved Bond of Record.

After Bond approval by the County's Office of Law, you will be required to:

- (1) Furnish a copy of a receipt or contract to be used in your solicitation. This shall include a space indicating the date of transaction, your name and address, space reserved in the contract for signature of the buyer, and a statement informing the buyer of his/her right to cancel the transaction at any time prior to midnight of the third (3rd) business day after the date of the transaction. The receipt or contract shall identify the specific address to where notification of cancellation is to be sent.
- (2) Provide two (2) original, notarized letters from two (2) different people unrelated to you who can certify to your character and business responsibility. Letters must be dated within 60 days of the application date and contain original signatures.
- (3) Provide original letter of authorization from the business to be represented on company letterhead (including business address). Letter must be dated within 60 days of the application date and contain original signature(s).
- (4) Provide proof of credentials (photo ID) of the business to be represented, as well as a copy of your driver's license or government issued photo ID.
- (5) Provide authorization code # **9000023664** to the agency where you are fingerprinted. DPIE is required to review your criminal background clearance. Electronic results are available to DPIE for only 30 days.
- (6) You must appear in person to apply for this license — photo required.

The applicant, at the discretion of the Director or his designee, may be required to supply additional documents.

I HEREBY CERTIFY THAT THE INFORMATION THAT I HAVE PROVIDED FOR THIS SOLICITOR LICENSE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date

Applicant's Signature



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
PERMITTING & LICENSING DIVISION
Business Licensing Center
 9400 Peppercorn Place, 1st Floor
 Largo, Maryland 20774
 301.883.3840 ♦ FAX: 301.883.3875



**DOOR-TO-DOOR SOLICITOR LICENSE
 PERFORMANCE BOND**

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, THAT _____

hereinafter referred to as Licensee and (Surety Company) _____

hereinafter referred to as Surety, are held and firmly bound unto Prince George's County, Maryland, in the full sum of Two-Thousand Dollars (\$2,000.00) to be paid to Prince George's County, Maryland, its assigns, or any other party protected by Section 5-206 "Bonding Requirement" of Subtitle 5 of the Prince George's County Code to which payment well and truly to be made and done; we bind ourselves, our heirs, executors, administrators, jointly and severally firmly by these presents.

PROVIDED that a Surety may, without prejudice to any liability incurred prior to such cancellation, cancel such bond upon thirty (30) days written notice filed with the Director, Department of Permitting, Inspections and Enforcement, Maryland, and the Licensee.

Sealed with our respective seals and dated the _____ day of _____, _____.

WHEREAS, the above named Licensee has made application pursuant to Subtitle 5 of the Prince George's County Code for a **DOOR-TO-DOOR SOLICITOR LICENSE**.

WHEREAS, it is a condition of the issuance of said license that these presents should be executed.

NOW THEREFORE, the condition of this obligation is such that the above named Licensee, his agents and servants, shall in all respects comply with the applicable terms, conditions, provisions, and requirements of Section 5-206 and the terms and conditions of said license when issued; and, further, the condition of these presents is such that if the above bound licensee, jointly and severally, their heirs, executors, and administrators, at all times hereafter well and sufficiently save harmless and keep indemnified Prince George's County; against all losses, costs, charges, damages, and expenses, including those relating to actions or proceedings at law or in equity, then the above obligation shall be void, otherwise to be in full force and effect.

 Witness

 Principal (SEAL)

 Witness

 Surety (SEAL)

ACCEPTED _____
 Director

By: _____

Address: _____

APPROVED AS TO LEGAL SUFFICIENCY

MD Resident Agent (*Print*): _____

Signature: _____

 County Attorney

Address: _____

Phone #: _____

MD Registration #: _____

ACKNOWLEDGMENT

STATE OF _____)
) SS.
COUNTY OF _____)

Individual

On this _____ day of _____, _____, before me personally appeared _____ to me known and known to me to be the individual described in and who executed the foregoing instrument and (s)he acknowledged to me that (s)he executed the same.

Partnership

On this _____ day of _____, _____, before me personally appeared _____ to me known and known to me to be a general partner of the firm of _____ described in and who executed the foregoing instrument(s) and (s)he thereupon acknowledged to me that (s)he executed the same as and for the act and deed of said firm; that the following are partners of said firm.

Corporation

On this _____ day of _____, _____, before me personally appeared _____ and acknowledged to me that (s)he is the
(Second Corporate Officer)
_____ of _____ a corporation in
(Title) (Corporation Name)
good standing in the State of Maryland and named as a principal in the attached instrument(s); that

(First Corporate Officer) (Title)

being so authorized, did sign the foregoing instrument(s) on behalf of the principal, that said signature is genuine and that said instrument(s) was/were duly signed, sealed, and attested for in behalf of the said corporation and is a free act and deed of the said corporation by authority of the following officers of said corporation:

(Name) (Title)

(Name) (Title)

(Name) (Title)

(Name) (Title)

NOTARY PUBLIC
MY COMMISSION EXPIRES _____



Prince George's County
Department of Permitting, Inspections
and Enforcement
PERMITTING & LICENSING DIVISION
Business Licensing Center
9400 Peppercorn Place, 1st Floor
Largo, Maryland 20774
301.883.3840 ♦ FAX: 301.883.3875



BOND INSTRUCTION SHEET

GENERAL INSTRUCTIONS

1. Do not use wite-out ® when making corrections to the bond form. Instead, "XXXXX" out and have appropriate person initial the corrections.
2. Upon completion of the bond form, bonds should be returned to the Business Licensing Center and **NOT** the Office of Law.
3. All signatures must be original.

FILLING OUT THE BOND FORM

Please read the following instructions carefully as you, the Licensee, are responsible for your bond being accepted as legally sufficient.

1. Bond Number should be listed in upper right hand corner of the bond form.
2. List licensee's name and address in the first blank on the bond form. Remember to also indicate licensee's type of entity (e.g., partnership/corporation).
 - If the licensee is an individual trading as a corporation, please indicate using the following form:
John Doe t/a Mechanical, Inc.
 - If the licensee is a corporation, indicate that by listing the full legal name (e.g., Mechanical, Inc. or Mechanical, LLC).
 - If licensee is a partnership or a joint venture, the name as listed on the bond must indicate this status (e.g., A & B Associates, GP; A & B Associates, LP; or A & B Associates, JV).
 - If licensee is an individual, simply list the individual's full name.
3. The second blank in the first paragraph must indicate licensee's surety (insurance) company. Fill in the surety company's complete name.
4. In the blanks at the end of the second paragraph, the date of the Power of Attorney Certificate must be filled in. This date must be the same as that which appears on the Power of Attorney Certificate, which is provided by your surety company. This date is referred to as the **bond date**.
5. Include surety bond number on Power of Attorney Certificate.

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6. In the space entitled "**Principal**," affix signature and print name of the signatory and his/her title.
 - If the principal/licensee is a corporation, then the President or Vice President must sign. If the principal/licensee is a LLC, then that person with ability to bind must sign. (Please read your LLC's Operating Agreement carefully, which may clearly identify this person as a managing member, member, manager or another. If unclear, a **separate letter** will be required to clarify the signatory's ability to bind the LLC.)
 - If principal/licensee is a partnership, then the general partner or managing partner must sign.
 - If the general partner/managing partner is a corporation, please indicate this fact and have the President or Vice President (or that person with ability to bind, if an LLC) sign on behalf of the corporation (e.g., President of the X Corporation, General Partner).
 - If principal/licensee is the owner, then the owner signs the bond. No title need be provided.
 7. The witness shall sign as to the principal/licensee's signature. This witness **cannot** be the same person who signs the Acknowledgment.
 8. In the space entitled "**Surety**," print the full name of the surety (insurance) company and affix corporate seal.
 9. In the blank next to "by," the authorized **attorney-in-fact** must sign and print his/her name underneath the signature. (The authorized attorney-in-fact is any of the named persons on the Power of Attorney Certificate provided by your bonding company).
 10. Witness must sign as to attorney-in-fact's signature in the space provided.
 11. The name of the agency representing the bonding company and its address must be listed on the line entitled "**Address**."
 12. Maryland Resident Agent must **sign** the bond in the space provided. (S)he must also type his/her name, address and Maryland registration number in the spaces provided. Even when the attorney-in-fact for the bonding company is also the Maryland Resident Agent, both sections of the bond must be executed.
 13. Surety company must provide a copy of their Certificate of Authority to do business in Maryland, which is filed with the Maryland Department of Licensing and Regulation, Insurance Division. **The Certificate must be current and is good for one (1) year.**
 14. Corporations (including LLCs) must provide a Certificate of Good Standing in Maryland. Certificates are available from the Maryland State Department of Assessments and Taxation. **The Certificate cannot be more than six (6) months older than the bond date.**

15. LLCs must provide:

- Articles of organization;
- Operating agreement; and
- An original statement signed by all LLC members, and dated the bond date or after (but not before the bond date), stating that:
 - “The Articles of Organization were entered into on _____(Date).”
 - “The Operating Agreement was entered into on _____(Date).”
 - “There have been no amendments,” or if amendments have been passed, state all amendments and the dates they were passed.
 - “The Articles of Organization and the Operating Agreement remain in full force and effect.”

ACKNOWLEDGMENT INSTRUCTIONS

1. Notary Public must notarize **permittee’s** signature. The Notary must complete the appropriate section of the Acknowledgment that corresponds with the permittee’s type of entity — individual, partner or corporation. Only one section should be filled out.

INDIVIDUAL: An individual appearing before notary must be the same person as written on the “**Principal**” line. An individual does not own the permittee as a partnership or corporation.

PARTNERSHIP: General partner or managing partner must sign on behalf of permittee partnership. Should general partner or managing partner be a corporation, please have President or Vice President of corporation sign. Indicate such a relationship on title line.

CORPORATION (INC., LLC): President or Vice President must sign on behalf of corporation (Inc.). That person with ability to bind must sign for an LLC. (This could be a managing member, member, manager, or another. Please read your Operating Agreement carefully). Print the full name of the signee. This name must match the name and title of the principal/licensee signing the bond form. In the first blank (above “**Officer other than Officer signing bond**”), an officer who did not sign the “**Principal**” line must be listed in that space. In the next blank, put this officer’s title. In the following space, fill in the corporation name. In the next blank, which has “**Officer signing bond**” printed underneath it, write in the name of the officer who signed the line labeled “**Principal.**” (S)he must be either the President, Vice President, manager, member of, or another with ability to bind the corporate entity. The name and title of the officers of the corporation must be listed in the space provided.

2. Each Acknowledgment should indicate the following:
 - State and County where notary is commissioned (space provided at the top of Acknowledgment).
 - Day, month and year (this date must be the same or later than the bond date).
 - Notary’s signature, seal and date of commission’s expiration (space provided at bottom of Acknowledgment).