

**APPLICATION FOR SOLICITATION PERMIT  
HEADQUARTERS, FORT NOVOSEL, AL 36362**

DATA REQUIRED by the PRIVACY ACT of 1974. Authority: Title 5 USC 552a; Title 10, USC 3013. Purpose(s): The requested information will be used by the Senior Commander or their designee to determine whether or not to grant this request.

**SOLICITOR**

<u>Name (Last, First, MI)</u>		<u>Name of Business</u>	<u>Telephone Number</u>
<u>Address of Proposed Business:</u>		<u>Email Address:</u>	<u>Previously Approved?</u>
<u>Installation if Previously Approved:</u>		YES	NO
Briefly describe the proposed business activity:			
<u>Business Category:</u>	<u>Spouse Owned and Operated?</u>	<u>Application Submission Date:</u>	

The following rules are written to ensure that the Solicitor does not negatively affect the safety, community tranquility, or the good order and discipline of an Army installation. The solicitor acknowledges that the following conditions must be met:

- o The solicitor must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.
- o The solicitor is responsible for any damages to third parties arising from the conduct of their business.
- o The solicitor is not allowed to distribute flyers, brochures, or other literature while on the installation.
- o The solicitor is required to comply with and is subject to inspection by the appropriate city, county, state or federal agency, office or department for compliance with applicable laws, codes, regulations and requirements.
- o Solicitors involved in food preparation may need to be approved by Army Public Health and/or the Local Health Department. The applicant must provide documentation that states the business meets all applicable food safety and sanitation conditions
- o Solicitors will not act in an official capacity as an employee of the United States Government while exercising the privileges of this permit in accordance with the requirements outlined in Army Regulation 210-7.
- o Solicitors may only solicit by invitation/appointment during the client's "off-duty" hours. Door-to-door solicitation is prohibited.
- o DD Form 2885, Personal Commercial Solicitation Evaluation, will be offered to all customers met for business on Fort Novosel.

Additional Remarks

**SOLICITOR:** I certify that the above statements are true and that I have read Army Regulation 210-7. I will abide by the rules above and adhere to any additional guidance contained within the installation's solicitation policy letter. I understand that failure to comply with the solicitation rules and regulations may result in the limited or denied privileges to solicit on military installations.

**Signature:**

**Date:**

**INSTALLATION COORDINATION: FOR OFFICIAL USE ONLY**

Directorate / Office	Building	Telephone #	Recommendation		Signature	Date
Directorate, Family, Morale, Welfare and Recreation	Building 5700, Room 310	334-255-9331 334-255-2106	<b>Application Pick-up</b>			
Garrison Safety	Building 172 Ruf Avenue	334-255-1027 334-400-3602	Approval	Disapproval		
Additional Offices per SC/GC guidance			Approval	Disapproval		
Additional Offices (per SC/GC guidance)			Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation	Building 5700, Room 310	334-255-9331 334-255-2106	<b>Application Turn-in</b>			
Judge Advocate General (Legal Review)	Building 5700, Room 320	334-255-2547	No Legal Objection	Legally Insufficient		

**INSTALLATION APPROVAL AUTHORITY**

I have reviewed the above application for solicitation permit and I have decided to approve / disapprove same.

**JOHN P. MILLER  
COL, AV  
Garrison Commander**

**Expiration Date:** \_\_\_\_\_

(1 year from date of signature unless otherwise indicated)