

SOLICITOR PERMITS PROCEDURE

Initial Permit Application

- a. Submit a completed PSC-4 form for the prospective solicitor(s).
- b. Submit \$100, per application, by certified or business check, made payable to the "LA Board of Regents."
- c. Secure or verify bonding for the solicitor. The bond should cover \$1000 per solicitor.
 1. If solicitor bonding has not been previously secured, submit the original copy of the PSC-6 or PSC-5 form, plus the Power of Attorney form.
 2. If bonding has been secured but additional bond coverage is needed, a rider can be obtained to increase the bond coverage; submit the original copy of the bond rider, plus the Power of Attorney form to this office.

Permit Renewal

- a. Submit \$100 per renewal, by certified or business check, made payable to the "LA Board of Regents."
- b. In a cover letter, state the name and permit number of the solicitor you wish to renew, and confirm bond coverage is in place.

Due Process

- a. Our office will mail you a reminder memo approximately 30 days prior to the permit expiration date. If we do not hear from you by the expiration date, a second reminder will be mailed to you.
- b. If no response is received from your office after the expiration date, the solicitor permit will be canceled. At that time, another initial application will be required, and the solicitor will receive a new permit number and you will have to follow the "Initial Application" procedure above.

Cancel Permit

- a. Written or verbal cancellation is acceptable. Include the name of the solicitor and their permit number in your correspondence.
- b. Return the original solicitor's permit to our office.