

# INSTRUCTIONS FOR COMPLETING COMMERCIAL SOLICITATION APPLICATION

In accordance with Army Regulation 210-7, "Personal Commercial Solicitation on Army Installations"

*Contact New York State Office of Business Permits and Regulatory Assistance,  
1-800-342-3464/518-474-8275, 8:00 AM to 5:00 PM weekdays in assisting you with proper  
and legal business procedures in New York State.*

1. For approval of commercial solicitation, fill out the commercial solicitation application and return to:

**Directorate of Family and Morale, Welfare, and Recreation  
Building 681, 2<sup>nd</sup> Floor  
West Point, New York 10996  
POC: Tara D'Amico**

*\* Contact this office if you have any questions (845) 938-8455*

2. The following paperwork must be provided with your application:

- Tax identification number. Contact **New York State Department of Taxation and Finance 1-800-225-5829**. A Certificate of Authority will be mailed to you to submit with your application.
- AR 210-7. "Personal Commercial Solicitation on Army Installations," must be read and a statement of acknowledgment must be signed stating you have read and understand the regulations.
- If you are a food establishment a copy of valid NYS Health Inspection Certificate is required.

### 3. ADVERTISING RESTRICTIONS:

a. **DOOR TO DOOR SOLICITATION IS PROHIBITED.** Noncompliance could lead to revocation of your privileges.

b. The distribution of flyers is **prohibited**, no placing flyers on car windshields, in mailboxes or between doors, etc.

c. Advertising in the Pointer View and direct mail through the United States Postal Service is authorized.

4. The application takes approximately 4-6 weeks to process. You will receive a letter of authorization upon approval by the Office of the Garrison Commander. This letter must be in your possession while doing business on the Installation.

5. **Approval will be for one year or less.** A revalidation must be obtained through written request 30 days prior to expiration to avoid a lapse in your authorization.