



City of Philadelphia

Department of Licenses and Inspections

OFFICE USE ONLY

Date Registered

Circular Non-Delivery Decal Order Form

As provided by section 10-723 of the Philadelphia Code, the Department of Licenses and Inspections maintains a commercial handbill "Non-Delivery" list identifying all properties whose owners request non-delivery. If you do not want to receive hand delivered advertising circulars or handbills, please fill out this form. To request non-delivery for local newspapers, complete this form and provide a list of the local newspapers you do not want to receive.

Please be advised that by signing this form, you authorize The Department of Licenses and Inspections to issue violations to those who leave at your property any unsolicited handbill circulars, **including those which contain sale circulars and coupons.**

Mail or fax your completed and signed form to:

Department of Licenses and Inspections
Attention: Circular Free Property Coordinator
1401 John F. Kennedy Blvd. MSB 1180
Philadelphia, PA 19102
FAX: (215) 686-2464



Provide the information below for each property requesting non-delivery. If you own more than one property, use separate forms for each. **Please print clearly.** Please call (215) 686-2414 for more information.

Only the property owner or the property owner's authorized lessee/agent may request addition to the "Non-Delivery" listings. After this order form is processed, you will receive a "circular free property" decal (sticker), which should be posted at your property visible from the sidewalk.

Property Owner Information (or Authorized Lessee/Agent)

Full Name _____

Mailing Address: _____
Street City State ZIP

Phone Number: _____ FAX Number: _____

Property Requesting Non-Delivery (Use legal address)

Property Address: _____
Street (and unit, if applicable) ZIP

(Choose one): ☐ I authorize ☐ I do not authorize the Department of Licenses and Inspections to use the above address (or addresses) on Code Violation Notices (tickets) when fining violators who leave unsolicited material at my property (or properties). I understand that the address I have listed above will appear on the Code Violation Notice sent to the party found in violation. I further certify that the statements contained herein are true and correct to the best of my knowledge and belief.

Signature

Date