



## Circular Non-Delivery Decal Order Form

As approved by Section 10-723 of the Philadelphia Code, the Department of Licenses and Inspections (L&I) maintains a commercial handbill "Non-Delivery" list identifying all properties whose owners request non-delivery.

You should complete this form if:

- You do not want to receive hand delivered advertising circulars or handbills.
- or
- You want to request non-delivery for local newspapers.
    - You must also provide a list of the local newspapers you do not want to receive.



### Requirements

Only property owners or the property owner's authorized lessee/agent may request additions to the "Non-Delivery" listings. Provide the information below about the property requesting non-delivery. If you own more than one property and are requesting non-delivery for each property, you must submit separate forms for each.

Please print clearly

<b>Property Address</b>	1	Enter the legal address of the property requesting non-delivery, including unit (if applicable).	Address _____
<b>Property Owner Information</b>	2	Enter the property owner's or authorized lessee/agent's details.	Name _____ Mailing Address _____ Email _____ Phone
<b>Authorization</b>	3	You may choose whether L&I can use the above address on Code Violation Notices (tickets) when fining violators who leave unsolicited material at your property.	<p><b>Choose one:</b>      <b>I authorize*</b>      <b>I do not authorize</b></p> <p>*Please note: by checking 'I authorize', the property address listed above will appear on the Code Violation Notice sent to the party found in violation.</p>

### Declaration & Signature

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. You further certify that the statements contained herein are true and correct to the best of your knowledge and belief.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Once completed and signed, you may submit the form by mail, fax, or email:

Mailing Address: Department of Licenses and Inspections  
Attention: Circular Free Property Coordinator  
1401 John F. Kennedy Blvd., MSB 1180  
Philadelphia, PA 19102

Fax Number: 215-686-2502

Email Address: [operationsvending@phila.gov](mailto:operationsvending@phila.gov)

Once this form is processed by L&I, you will receive a "circular free property" decal (sticker) that should be posted at your property in a location visible from the sidewalk.

### Questions?

Please call 215-686-2414 for more information.