



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, their agents, or their tenants may sign up for “Non-Delivery” of circulars. 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

Property Address	1	Enter the legal address of the property requesting non-delivery, including unit (if applicable). Address _____
Property Owner/ Agent / Tenant Information	2	Enter the property owner or authorized lessee / agent’s details. Name _____ Mailing Address _____ Email _____ Phone _____
Authorization	3	A violation for leaving handbills / circulars at a property with a no-circular sticker carries a \$100 penalty. The address of the property must be included on the violation notice. Choose one: <input type="checkbox"/> I authorize* <input type="checkbox"/> I do not authorize *Please note: Checking ‘I authorize’ means that the address provided for #1 above will appear on any violation notices issued for handbills / circulars left at the property.

Declaration & Signature

Please be advised that by signing this form, you acknowledge that you no longer wish any unsolicited handbills / circulars, including sale circulars and coupons, to be left at your door. 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, or email:

Mailing Address: Department of Licenses and Inspections
Attention: Circular Free Property Coordinator
2401 Walnut St., 5th Floor
Philadelphia, PA 19103

Email Address: vending@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.