

APPLICATION REQUIREMENTS

Clothing Drop Box Operator Licence

Clothing Drop Box Operator

For-Profit and Not-For-Profit Organizations are required to obtain a Clothing Drop Box Operator Licence.(B90)

How can I apply?

- Online Inquires via e-mail MLSroadallowance@toronto.ca or apply in person at 850 Coxwell Avenue, 3rd Floor.

What documents and information do I need to provide if applying in person?

- ☐ **Business Registration – Master Business Licence**
- ☐ **Clothing Drop Box Removal Declaration (Form provided)**
- ☐ **Articles of Incorporation;**
- ☐ **Two Pieces of Government Issued Photo Identification for every Officer/Director on file;**
- ☐ **Criminal Record and Judicial Matters Check for every Officer/Director on file;**
- ☐ **List of Clothing Drop Box Locations;**
- ☐ **Annual Return for Limited Companies (Form provided)**
- ☐ **Application and Licence Fee**
- ☐ **Charity Declaration Form if applicable (Form provided) & Confirmation from CRA of Charitable Status**

Please note:

- All clothing drop box operators require a location permit for each box.
- Only two drop box will be allowed per municipal address.
- All clothing drop box operators, INCLUDING charitable organizations, must display the permit sticker - sticker colors will denote the type of box
- For further information regarding Clothing Drop Box location please contact MLSroadallowance@toronto.ca

NOTICE REGARDING CRIMINAL BACKGROUND CHECKS

Effective November 1, 2018, the new **Criminal Record and Judicial Matters Background Check** is mandatory when making a new application and/or renewal for a Business Licence in the City of Toronto.

The new check must be updated every four years and is required prior to a licence being issued.

Please note:

- **Originals are required (copies will not be accepted).**
- **Checks completed by a third party agency will not be accepted. You must obtain directly through a Canadian Police Service.**
- **Checks with an issue date greater than 280 days will not be accepted.**

A Criminal Record and Judicial Matters Background Check can be obtained from a Canadian Police Service at one the following locations to complete your application or renewal.

Police Service	Location	Contact Information *
Peel Regional Police	7750 Hurontario Street Brampton, ON L6V 3W6 Sir Robert Peel Centre	(905) 453-2121 ext: 4338 www.peelpolice.on.ca
York Regional Police	Community Resource Centre 10720 Yonge St, Unit 112 Richmond Hill, ON L4C 3C9 Elgin Mills Centre	Phone: 1-866-876-5423 ext: 7655 www.yrp.ca
Toronto Police	40 College Street Toronto, ON M5G 2J3	Phone: 416-808-8240 www.torontopolice.on.ca
Durham Regional Police	Any Police Station within the Durham Region	(905) 579-1520 ext: 4104 or ext: 4105 www.drps.ca

* Please check with each Police Service website or call to determine specific application and residency requirements.