

# CITY OF PHILADELPHIA

Department of Licenses and Inspections



## “Circular Non-Delivery” Decal Order Form

Under Chapter 10-700 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 wish to receive hand delivered advertising circulars or handbills, please fill out this form. **Please be advised that by signing this form, you will stop the delivery of all handbill circulars, including those which contain coupons.** Completed forms should be mailed or faxed to the following:

Department of Licenses and Inspections  
Attention: Circular Free Property Coordinator  
Room 1130, Municipal Services Building  
1401 John F. Kennedy Boulevard  
Philadelphia, PA 19102  
Fax Number: 215- 686-1411



Provide the information below for each property requesting non-delivery. If you own more than one property, use separate lines for each. **NOTE: Only the property owner or the property owner’s authorized lessee/agent may request addition to the “Non-Delivery” listings.**

PRINTED NAME	ADDRESS	ZIPCODE	PHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I do  I do not authorize the Department of Licenses and Inspections to use my address on Code Violation Notices (tickets) when fining violators who leave unsolicited material at my property. (In order to issue a Code Violation Notice, your address must be on the ticket).

\_\_\_\_\_  
Signature Date