

**SOLICITOR'S PERMIT
APPLICATION**

Please provide all information requested below:

Name of **charitable or non-profit** organization: _____

Name of contact person: _____

Phone Numbers: Daytime: [____]____-____ Evening: [____]____-____ Mobile: [____]____-____

Contact person's address: _____

Electronic (e-mail) address: _____

Desired date for Tag Day solicitation: first choice ____/____/____ second choice ____/____/____

Purpose for which gifts or contributions will be utilized: _____

If the permit is being requested for a 30-day residential door-to-door solicitor's permit, a complete list of the names of solicitors shall be provided to the City Clerk prior to the permit being issued:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If requested by the City Clerk, provide a letter from the Illinois Attorney General certifying the entity as a bona fide charitable organization.

Solicitor's Permit No: SP-____-_____ issued this _____ day of _____, 200__.

This Permit approved for: [] Annual Tag Day to be held on ____/____/____ in commercial district.
[] 30-Day Solicitation to be held from ____/____/____ to ____/____/____ in the residential district.

Signed: _____
Office of the City Clerk

Copies provided to: [] Police Department
[] Construction & Neighborhood Services Dept
[] Administration
[] City Clerk (SEAL)

Solicitor Permit Standards, Rules and Regulations:

Please retain for your records

1) There are two types of solicitor's permits:

a) **Annual tag day permit** to be conducted in public areas only within the commercial/industrial districts. **No more than two such permits shall be issued within any given calendar month.** Such permits shall be issued on first come, first serve basis.

b) **30-day solicitor's permit** to be conducted solely within the residential districts. **No more than one such permit shall be issued within any given calendar month.** Applicant is required to provide the City with a complete list of the names of all solicitors who will be seeking contributions within the City for the duration of the permit.

2) Each solicitor's permit for annual tag days shall be granted for one day only.

3) No more than two solicitor's permits for annual tag days shall be issued for any one calendar month.

4) Solicitor Permits for annual tag days shall be issued on a first-come first-served basis.

5) Applicant must be of good character with a reputation for honesty and integrity.

6) All under-age solicitor's must be supervised by person who is at least 18 years of age.

7) No solicitation of persons in motor vehicles is allowed.

8) No permit fee is required for issuance of a solicitor's permit.

9) Solicitor's permits are non-transferable.

10) It shall be unlawful for any solicitor to engage in fraud, cheating or misrepresentation.

11) If there is/are change(s) in information provided in the permit application, the applicant must notify the City in writing within 24 hours of the change.

12) No solicitation is permitted where "No Solicitors" sign is posted.

13) No solicitation is permitted in the residential district prior to 9 a.m. or after 7 p.m. on any weekday, or any time on a Sunday or on a state or national holiday.

14) Any violation(s) of these Standards, Rules and Regulations shall constitute grounds for permit revocation.