

ST CHARLES COMMERCIAL SOLICITATION REGISTRATION APPLICATION

REGISTRATION SHALL BE VALID FOR 90 DAYS FROM THE DATE OF ISSUE
SOLICITOR MUST PROMINENTLY DISPLAY POLICE-ISSUED I.D. BADGE WHEN SOLICITING

YOUR APPLICATION WILL NOT BE SUBMITTED FOR REVIEW UNTIL ALL REQUIRED ATTACHMENTS BELOW ARE RECEIVED
(Each individual conducting solicitation must complete a separate form and pay a separate \$50 fee)



- COMPLETED APPLICATION FORM** (form will be rejected if all blank spaces are not filled in)
- NON-REFUNDABLE APPLICATION FEE OF \$50.00**(cash or check – make checks payable to City of St. Charles)
- COPY OF APPLICANT’S DRIVER’S LICENSE OR STATE ID**
- COLOR PHOTO** For solicitor badge. Photo must be taken within the last 6 months, forward-facing, full face. Email to frontdesk@stcharlesil.gov
- RESULTS OF BACKGROUND CHECK** Fingerprint-based background results must be from *Illinois State Police - Bureau of Identification* with results submitted to this police department (fingerprints must be taken by a state-approved Livescan vendor within the last 90 days)

COMPANY INFORMATION

COMPANY NAME _____
(Company that you are employed by and are soliciting on behalf of):

COMPANY STREET ADDRESS INCLUDING CITY, STATE, ZIP CODE:

SUPERVISOR’S NAME AND ADDRESS WITHIN THE STATE OF ILLINOIS WHERE SERVICE OF PROCESS MAY BE HAD.
(Person in your company who is in charge of those soliciting on company’s behalf and his/her address)

Name _____ E-Mail _____ Phone _____

APPLICANT INFORMATION

NAME: _____

HOME ADDRESS, CITY, STATE, ZIP CODE:

DATE OF BIRTH: _____ APPLICANT’S PHONE NUMBER: _____

PHYSICAL DESCRIPTION:

HAIR COLOR _____ EYE COLOR _____ HEIGHT _____ WEIGHT _____ GLASSES: YES _____ NO _____

1. LIST DATES AND TIME OF DAY SOLICITATION IS TO BE MADE (9:00am to 7:00pm ONLY. NO SUNDAYS OR HOLIDAYS) :

2. WHAT IS THE PRODUCT OR SUBJECT MATTER OF YOUR SOLICITATION:

3. LIST GEOGRAPHIC AREA WITHIN THE CITY WHERE SOLICITATION SHALL BE CONDUCTED:

4. HAVE YOU EVER BEEN CONVICTED OF A VIOLATION OF ANY OF THE PROVISIONS OF ARTICLE B, CHAPTER 5, TITLE 3 OR THE ORDINANCES OF ANY OTHER ILLINOIS MUNICIPALITY’S REGULATION FOR SOLICITATION? _____
5. HAVE YOU EVER BEEN CONVICTED OF THE COMMISSION OF A FELONY UNDER THE LAWS OF THE STATE OF ILLINOIS OR ANY OTHER STATE, OR OF A LAW OF THE UNITED STATES? (circle) YES or NO; **IF YES, PLEASE LIST THE OFFENSE(S):** _____

I certify that all of the above statements are true to the best of my knowledge, information and belief. I further certify that I will notify the City within 24 hours in writing if any change occurs in the information I have provided on this application. If this application is approved, I certify that this applicant will abide by all the rules and regulations in the City of St. Charles regarding solicitation. Applicant also certifies that he/she is aware that the \$50 application fee will **not** be refunded if application is denied for any reason.

APPLICANT’S SIGNATURE _____ DATE _____

FOR ST. CHARLES POLICE DEPARTMENT USE ONLY:

APPROVED DENIED SIGNATURE _____
DATE: _____

APPLICANT CONTACTED BY: _____
DATE/TIME: _____