



VILLAGE OF PARK FOREST
350 Victory Drive
Park Forest, IL 60466

Date Approved: _____
Permit No: _____
Permit Dates: _____

SOLICITOR APPLICATION

DATE: _____

BUSINESS INFORMATION

Business Name: _____

Business Address: _____ City: _____

State/ZIP: _____

Contact Person: _____ Phone: _____

Describe services/items being solicited: _____

Estimate the length of time the applicant(s) will solicit in the Village: _____

Is the company bonded? Yes ____ No ____ If yes, with what bonding firm _____

Are background checks conducted on employees? _____

APPLICANT(S) INFORMATION – each applicant must provide a driver’s license or state ID
(For more than three applicants, make a copy to fill out)

1. Name: _____ Date of Birth: _____

Address: _____ City: _____ State/ZIP: _____

Driver’s License No: _____ Driver’s License State: _____

Phone: _____

Has applicant(s) been arrested for a misdemeanor or felony in Illinois, or any other state?

Yes _____ No _____ If yes, please explain _____

Has applicant(s) or company ever been refused a solicitors permit anywhere?

Yes _____ No _____ If yes, explain in detail _____

2. Name: _____ Date of Birth: _____
Address: _____ City: _____ State/ZIP: _____
Driver's License No: _____ Driver's License State: _____
Phone: _____

Has applicant(s) been arrested for a misdemeanor or felony in Illinois, or any other state?

Yes _____ No _____ If yes, please explain _____

Has applicant(s) or company ever been refused a solicitors permit anywhere?

Yes _____ No _____ If yes, explain in detail _____

3. Name: _____ Date of Birth: _____
Address: _____ City: _____ State/ZIP: _____
Driver's License No: _____ Driver's License State: _____
Phone: _____

Has applicant(s) been arrested for a misdemeanor or felony in Illinois, or any other state?

Yes _____ No _____ If yes, please explain _____

Has applicant(s) or company ever been refused a solicitors permit anywhere?

Yes _____ No _____ If yes, explain in detail _____

Permit for solicitation shall be granted or denied within 7-10 business days from date of application.

- Park Forest Police Department will conduct a background check on all applicants**
- Solicitors shall wear the Village issued identification badge plainly visible at all times while soliciting**
- Solicitation is not allowed in areas marked No Solicitation**
- No solicitor shall enter upon any premises posted "No commercial solicitation permitted"**
- No solicitor shall remain on the premises when asked to leave**
- No soliciting is allowed after the sun sets**

ACKNOWLEDGEMENT (each applicant must sign this page, make copies if necessary)

I hereby swear and affirm (1) that the above statement are true and that the proposed solicitation will adhere to these statements. (2) That if a permit is granted it will not be used or represented in any way as an endorsement by the Village of Park Forest or any department or officer thereof. (3) That neither the organization nor any person names in the application have even been engaged in any fraudulent transaction or enterprise. (4) That no person named in this application will cheat or defraud any person any person in the Village, or will make any false representation to any person in the Village. (5) That the proposed solicitation will not be conducted before the hours of 10:00 a.m. or after the hour of 9:00 p.m.

SIGNED _____

DATE _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public



*****FOR OFFICE USE ONLY*****

Background check completed by: _____ Date _____

Remarks _____

Permit Granted _____ Permit Denied _____

By _____

Title _____

SOLICITATION APPLICATION PROCEDURES/ FEES

There are two kinds of solicitation forms; one is for charitable solicitation of fund (non-profit) and the other is for solicitation for the sales of goods and merchandise (for –profit)

Charitable organization may request a waiver of the fee for purchase of badges from the Village Manager. For each badge issued, the following fees will be charged:

- \$8.00 per person for 30 days
- \$20.00 per person for 90 days
- \$35.00 per person for 180 days
- \$60.00 per person for 365 days

All for profit solicitation must pay a badge fee. (Once application is approved)

A notary public must sign all applications.