VILLAGE OF MATTESON
APPLICATION FOR SOLICITOR'S PERMIT

Instructions for completing the Application for Solicitor's Permit

When applying for a solicitor's permit it is very important that the application be filled out completely and accurately in order to avoid any delays in processing. Failure to submit all requested documentation will delay the application process.

PLEASE NOTE: It will take a minimum of ten (10) business days to process an application to solicit in the Village of Matteson.

There is a $10.00 fee due at the time permits are issued, and each such certificate of registration shall expire on April 30 after its issuance.

When requesting approval to Solicit on a Street Corner or in an Intersection:

The provisions of the Illinois Compiled Statutes Chapter 625, Section 5/11-1006 must be complied with:

1) The soliciting organization must be registered with the Attorney General of the State of Illinois as a charitable organization involved in the solicitation and collection of funds for charitable purposes and a copy of this certificate must accompany your application.
2) Be engaged in a Statewide fund raising activity and provide the Village with written proof thereof, and
3) The soliciting organization must provide the Village of Matteson with evidence of insurance indemnifying solicitors for any injuries to any person or property during the solicitation which is casually related to an act of ordinary negligence of the soliciting agent.
4) All individuals must be 16 years of age or older.
5) Bright reflective vests must be worn by all solicitors at all times.

When requesting approval to solicit in front of a business:

Written permission of the business owner must be provided along with the solicitors application.

When requesting approval to solicit door-to-door:

Submit solicitor's application only.

VILLAGE OF MATTESON
4900 Village Commons Matteson, IL 60443
(708) 283-4900 Fax #(708) 748-5196

APPLICATION FOR SOLICITOR'S PERMIT

Date: _____

1. Subject matter to be distributed, or purpose of solicitation:

_____

_____

_____

If street corner solicitation, which street corners:

_____

_____

2. Date such Solicitation will be conducted in Matteson: _____

Time such Solicitation will be conducted in Matteson:_____

3. Applicant Information:

_____ _____
Name Birth Date

_____ _____ _____ _____
Address City State Zip Code

_____ (_____)_____
Length of Residency at above address Telephone Number

_____ _____ _____
Driver's License Number State DL Issued Social Security Number

4. Physical Description of Applicant:

_____ _____ _____ Ft._____ Inches
Age Sex Height

_____ _____ _____
Color of Hair Color of Eyes Complexion

_____
Distinguishing Marks or Scars (if any)

5. Name of Company, Corporation, or Association represented by applicant:

_____
Name

_____ (_____)_____
Address Telephone Number

_____ _____ _____
City State Zip

_____
Headquarters

Length of time employed or representing company: _____

Is company a tax exempt or non-profit company?: _____

(You must be registered with the Attorney General of the State of Illinois and provide the Village with a copy of your certificate as verification of tax exempt status.) Rev. 7/9/98

6. Retailer's Occupation Tax Number: _____

7. Name and address of person who will be in charge of conducting the solicitation in Matteson:

_____ _____
Name Date of Birth

_____ _____ _____ _____
Address City State Zip

_____ _____
Driver's License and/or SSN DL State

8. Name and address of all persons who will be soliciting in the Village of Matteson under this permit, if granted (attach additional pages, if necessary):

a) _____ _____
Name Date of Birth

_____ _____ _____ _____
Address City State Zip

_____ _____
Driver's License and/or SSN DL State

b) _____ _____
Name Date of Birth

_____ _____ _____ _____
Address City State Zip

_____ _____
Driver's License and/or SSN DL State

c) _____ _____
Name Date of Birth

_____ _____ _____ _____
Address City State Zip

_____ _____
Driver's License and/or SSN DL State

d) _____ _____
Name Date of Birth

_____ _____ _____ _____
Address City State Zip

_____ _____
Driver's License and/or SSN DL State

e) _____ _____
Name Date of Birth

_____ _____ _____ _____
Address City State Zip

_____ _____
Driver's License and/or SSN DL State

9. Please answer the following questions:

Has solicitor's permit issued to you ever been suspended, revoked, or denied? _____

If yes, by whom? Explain. _____

Have you ever been convicted of a felony? _____

If yes, explain. _____

_____

10. I Affirm that the above statements are true and that the solicitation will adhere to the above statements. I further affirm that if a permit is granted, it will not be used or represented in any way as an endorsement by the Village of Matteson or any Department or Officer thereof.

_____ _____
Signature Date

_____
Title

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____DAY OF _____, _____

_____ _____
Notary Public Date my Commission Expires

APPLICATION _____ APPROVED _____ DENIED

_____
Signature of Authorized Person

_____
Title

_____
Date

Reason for Denial (if Applicable):

_____

_____