



RIVER FOREST POLICE DEPARTMENT

400 Park Avenue • River Forest, IL 60305 • 708-366-8500 • Fax 708-366-3702

JAMES O'SHEA
Chief of Police

SOLICITOR APPLICATION FORM DIRECTIONS

- Each applicant must complete an application form, front & back.
- Please submit on company letterhead the name of the organization and its purpose.
- Please submit the proper permit fee (\$100.00 per organization), as well as the background check waiver(s) signed and dated.
Additional \$25.00 per subsequent applicant
- Leave the solicitation dates and hours section blank; it will be completed by the police department once the application has been approved.
- Solicitor Applications **may not** be faxed; they must be mailed or hand-delivered.
- Each applicant must appear in person and present valid photo identification to pick up the approved application.
- **Permits are valid for one year from date of issue.**
- Permits may be picked up Monday-Friday, 8:00 am – 4:00 pm.
- Each solicitor must carry and make available for display his/her approved permit when soliciting.
- No more than 8 solicitors from your group may be on the street at any time.
- If you have any questions, please contact the Records Division at 708-366-8500, ext. 345



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WAIVER TO AUTHORIZE OBTAINING INFORMATION

I authorize and empower, the Village of River Forest, and the River Forest Police Department to obtain information concerning any local/State arrest record on file. I hereby release and hold harmless, the Village of River Forest, the River Forest Police Department, its employees and agents, from any and all claims, demands, and liabilities that may arise as the result of obtaining this information. The intention hereof being to completely, absolutely and finally release the said Village of River Forest and the River Forest Police Department, its servants, agents and employees from any and all liability arising wholly or partially from the aforementioned cause.

** Notice this information is for internal purposes only, and will not be released to any unauthorized sources.

Signature

Date

Witness

Date

Attach a copy of driver's license or other photo identification.

River Forest Police Department
Solicitor Application

Solicitation Dates & Hours: (office use only)
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Applicant's Name		Phone Number:	
Address City, State, Zip:			
Sex:	Race:	Date of Birth:	DL #

Applicant's Employer Or Organization:
Address City, State, Zip
Phone Number:

Describe the nature of the articles, commodities, or services to be sold or offered for sale: ☐ Not Applicable	
Identify the charitable purpose for which funds are to be solicited: ☐ Not Applicable	

Name the other cities/municipalities where you have solicited during the past five years:		
1.	3.	5.
2.	4.	6.

Describe the methods of solicitation you intend to use:	
List any crimes for which you have been convicted:	

The RFPD will either approve or deny this application no later than three business days after receiving a properly completed form. Permission to solicit will be denied to any applicant answering a question untruthfully. A solicitor must carry the approved application on his or her person at all times when soliciting in the Village, as proof of registration, and shall present it upon request. V.O. 8-9-1 to 8-9-9.

***** SOLICITOR APPLICATIONS ARE VALID ONE YEAR FROM DATE OF ISSUANCE *****

Applicant's Signature:	Date:
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Received By:	Date:
Approved By:	Date:

******* See reverse side for important regulations *******

Solicitor

Application (cont'd)

The applicant must read and initial these Village ordinances.

V.O. 8-9-1: Definitions

Solicitation: For the purpose of the Chapter, the term "solicitation" shall be defined and shall include any one or more of the following activities:

- A. Seeking to obtain orders either for immediate or future delivery, for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character or description whatever, for any kind of consideration whatever; or
- B. Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or character; or
- C. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication; or
- D. Going upon any premises and ringing the doorbell upon or near any door, or creating any sound in any manner calculated to attract the attention of the occupant of such residence, for the purpose of engaging in any of the activities described in this Section; or
- E. Seeking to obtain contributions on behalf of any charitable religious, civic, local fire or police auxiliary, school or scouting organization or any other not-for-profit organization in good standing in the State of Illinois. Such charitable or not-for-profit organization shall be:
 - 1. Registered with the Attorney General as a charitable organization in the manner provided by law;
 - 2. Engaged in statewide fundraising activities.

Applicant's Initials:

V.O. 8-9-2: Exceptions from Solicitation Activities

For the purpose of the Chapter, the term "solicitation" shall not include the following activities:

- A. Seeking to conduct any of the activities enumerated in Section 8-9-1 herein when undertaken by any person pursuant to a previous appointment or invitation of the party being contacted.
- B. Seeking to obtain signatures to petitions on political or public policy questions or matters.

Applicant's Initials:

V.O. 8-9-3 Uninvited Soliciting Prohibited

No person shall engage in solicitation upon any premises or in any dwelling house, apartment or other residence located thereon within the Village after having been asked by the owner or occupant thereof to leave such premises or residence, nor shall any person engage in solicitation upon any premises or in any dwelling house, apartment or other residence located thereon if such premises or dwelling building is posted against solicitation by means of a notice prominently displayed, upon which is printed the legend:

"No Solicitor"

"No Solicitor Invited"

"No Trespassing"

which notice is posted or exhibited at or near the main entrance to the premises or on or near the main door to any dwelling or residence thereon or any point of approach of entry thereto.

Applicant's Initials:

V.O. 8-9-4: Time Limit on Solicitation and Certain Excepted Activities

It shall be unlawful for any person to engage in any of the solicitation activities defined in Section 8-9-1 or in any of the excepted activities listed in subsection A of Section 8-9-2 of this Chapter at any time prior to nine o'clock A.M. or after eight o'clock P.M., local time Monday through Friday, nine o'clock A.M. or after five o'clock P.M., local time Saturday or at any time on a Sunday or a State or National holiday.

Applicant's Initials:

V.O. 8-9-8: Waiver of Registration Requirements

The registration requirements outlined in Section 8-9-7 are hereby waived for groups that are community-based youth groups or school-sponsored student groups provided the leader or sponsor of such group maintains a roster of the names of its members. **

Submit to a name check only criminal background check (waiver required).

Applicant's Initials:

V.O. 8-9-10: PERMIT FEES:

"Any organization eligible to conduct solicitation activities within the corporate limits of River Forest shall pay a permit fee of one hundred dollars (\$100.00) per 12 month period, which will include the fee for the requestors background check. Each subsequent solicitor of an organization (maximum of eight) will be charged a background check fee of twenty five dollars (\$25.00) per solicitor."

Applicant's Initials: