



SOLICITORS LICENSE APPLICATION

Staff Use Only

Submittal date: _____

Permit #: _____

**THIS APPLICATION IS NOT AN
APPROVED PERMIT**

City of Belleville
101 South Illinois Street
Belleville, IL 62220
(618) 233-6810

SOLICITOR APPLICATION FEE: \$200.00
Application fee to be paid upon submittal

REASON FOR APPLICATION:

**PLEASE REFER TO ORDINANCE #8068-2017 FOR THE SPECIFIC
REGULATIONS FOR SOLICITORS**

There is a \$200.00 application processing fee required which is due at the time application is completed. Applicant hereby authorizes the release to the City of Belleville any records, and any other relevant information for the sole purpose of determining the moral character of applicant.

**BACKGROUND AUTHORIZATION FORMS ARE REQUIRED TO ACCOMPANY
APPLICATIONS FOR SOLICITORS**

BUSINESS & APPLICANT INFORMATION

Name of Business/Employer: _____

Business/Employer Address: _____

Business/Employer Telephone Number: _____

Business/Employer Contact Name: _____

Contact Person Email: _____

Employer Tax ID Number: _____ - _____

Employer website: _____

If Corporation, Name of Corporation Officers: _____

If Partnership, Name of Partners: _____

Applicant Name: _____

Applicant Telephone Number : _____

Applicant Drivers License No. _____

Applicant Email: _____

State _____ Date of Birth _____

Applicant Home Address: _____

Length of Residency at Above Address: _____

If Residency less than 3 years, list previous address: _____

Physical Description of Applicant:

Sex _____ Hair Color _____ Eye Color _____ Height _____ Weight _____

Dates Soliciting in Belleville _____ - _____

Items to be solicited/sold _____

Boundaries of Area where Peddling/Soliciting: _____

Name and Address of Institution/Person(s) with Custody of Applicant's Financial Records: _____

Name of Municipalities/Governmental Units where similar license has been received/applied for within last 12 months:

A copy of the Illinois Sales Tax Certification is required (if applicable) when submitting an application for peddler or solicitors license.
IL Sales Tax Number: _____ - _____ Number of employees: _____ Typical hours of operation: _____

ATTACH COPY OF CERTIFICATE

As APPLICANT for a Solicitors License Application, I certify under penalty of perjury that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Belleville, Illinois. **Additionally by signing this document, you affirm that you have noted the NO KNOCK LIST posted on the City website www.belleville.net and acknowledge failure to follow the NO KNOCK LIST may result in repeal of your and/or business ability to solicit in the City of Belleville.**

I, _____, (Printed name of applicant) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Applicant signature

Date:

The following documents must be attached to this application:

- ☐ Copy of applicant's driver's license
- ☐ Background check authorization
- ☐ \$1,000 Surety Bond (if solicitor)
- ☐ Acknowledge **NO KNOCK LIST**

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CLERK'S OFFICE:

☐ Copy of Driver's License of Applicant ☐ \$1,000 Surety Bond ☐ Background Authorization Form

Date Sent to Police Dept: _____ Date Approved: _____ Date Denied: _____

Letter of Approval/Denial with Appeal Procedures Sent: _____ Appeal Due Date: _____

Appeal Before Council: _____ Council Decision: Approved: _____ Denied: _____

Contact: City Clerk – Email: sschaefer@belleville.net
Phone: 618-233-6810 Ext. 1227