



SOLICITOR / CANVASSER APPLICATION INSTRUCTIONS

1. Before applying please review the Solicitor/Canvasser Instructions and Rules. Complete the Solicitor/Canvasser Application and the Disclosure and Release of Information Authorization forms. Please print legibly or type all information.
2. Applicant must submit a copy of his/her valid driver's license. Personal information should match what appears on the driver's license or state-issued ID card.
3. Applicant must submit a copy of all business materials that will be presented and/or distributed to residents during solicitation. The information should clearly identify the products/services/surveys and intentions of the solicitor.
4. Applicants must pass a background check that will be issued by the Niles Police Department.
5. A \$100.00 fee is required at time of application. Checks/money orders should be made payable to "Village of Niles." Visa, MasterCard and Discover credit cards are accepted.
6. Please allow 5 to 7 business days for processing. You will be contacted when the permit is ready. The permit is valid for three months from date of issuance.
7. Completed application, forms, and required documentation can be delivered to: Niles Police Department, 7000 Touhy Avenue, Niles IL between 8:30 a.m. and 5:00 p.m. Monday thru Friday. For questions call (847) 588-6500.

SOLICITOR / CANVASSER RULES

1. Solicitors are not permitted to go door-to-door before 9:00 a.m. or after 7:00 p.m. Monday through Friday, Saturdays before 9:00 a.m. or after 5:00 p.m., or at any time on Sunday or federal holidays.
2. Do not approach homes displaying "No Solicitors or Peddlers Invited" or "No Trespassing" or any other similar notice indicating that the occupants do not wish to be solicited or otherwise disturbed.
3. When asked to leave the resident's premises, solicitors must comply immediately. Aggressive behavior will result in revocation of a solicitation permit.
4. You must carry the Solicitor/Canvasser Permit issued by the Village of Niles at all times and present to residents if requested.
5. Your business identification (ID Badge, jacket, uniform) must be visible at all times.
6. The permit does not imply endorsement or approval by the Village of Niles of the goods and/or services you represent. Any solicitor implying endorsement or misrepresenting themselves and/or business will result in revocation of a solicitation permit.

Any solicitor that does not adhere to the rules stated above will have their permit revoked.



FOR OFFICE USE ONLY

Date Received: _____

Fee Paid: _____

☐ Copy of ID

☐ Approved ☐ Denied Permit No. _____

SOLICITOR / CANVASSER APPLICATION

PERSONAL INFORMATION

First Name _____ Middle _____ Last _____

Alternate First Names _____ Alternate Last Names _____

Social Security # _____ Email _____

Current Address _____ City _____ St _____ Zip _____

Previous Address _____ City _____ St _____ Zip _____

Date of Birth _____ Sex ☐ Male ☐ Female

Place of Birth _____ Citizen of the United States ☐ YES ☐ NO

Driver's License # _____ DL State _____ Expires _____

Home Telephone # _____ Cell Phone # _____

Have you ever been convicted of a felony? ☐ YES ☐ NO If yes, when? _____

If yes, give details.

BUSINESS INFORMATION

Business/Association Name _____ Business Phone _____

Business Address _____

City _____ State _____ Zip Code _____

Website _____

Supervisor Name _____ Title _____ Phone _____

Nature of goods or service _____

I certify that the information contained in this application is, to the best of my knowledge, correct and that any statements found to be false will result in my loss of the right to solicit within the Village of Niles. I understand and will comply with the solicitor/canvasser rules and regulation as presented. Violation of these rules will result in permit revocation.

Signature of Applicant

Date

Signature of Supervisor

Date

SOLICITATION / CANVASSER

DISCLOSURE AND RELEASE OF INFORMATION AUTHORIZATION

I authorize the Niles Police Department to retrieve information from references and from law enforcement agencies at the federal, county, and state levels relating to my past activities, and to supply any and all information concerning my background. I release the Village of Niles from any liability resulting in providing such information. The information received may include, but is not limited to, litigation, personal history, driving history, and criminal history records.

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to approval of my application for solicitation any such statements and/or answers are found to be false or that information has been omitted, such false statements or omissions will be just cause for the denial of my permit for solicitation.

I am willing that a photocopy of this authorization be accepted with the same authority as the original; and that if approved for a permit for solicitation by the Village of Niles, this release will remain in effect throughout such time approved on the permit.

Signature

Social Security Number

Date

Print First Name

Middle Name

Last Name