



# Freeport Police Department

320 West Exchange Street  
Freeport, Illinois 61032

Phone (815) 235-8222 Facsimile (815) 235-8235



## SOLICITATION REQUIREMENTS

### ALL APPLICANTS:

Under Freeport City Ordinance 864.02; Solicitors, Certificate of Registration Required, Application. Part of the criteria involves a criminal background check that will be conducted on the applicant. In order for the Freeport Police Department to conduct a criminal background check, the applicant will need to be fingerprinted at the Freeport Police Department.

The applicant will need to complete and submit to the Freeport Police Department the attached form with payment in the amount of **\$250.00**. Accepted forms of payment are: cash or a check made payable to: **City of Freeport Police Department**.

When submitting the completed application with the applicable fee, **please notify the Police Department representative that you need to be fingerprinted for a SOLICITOR license application**.

Applications and fingerprints will be submitted **at least 30 days PRIOR** to the requested solicitation period. **Solicitation Licenses will only be valid for 30 days**. A ONE TIME ONLY 30-day renewal must be requested in writing with a copy of the original application attached. The cost to renew is \$100.00, payable by cash or check made payable to "City of Freeport Police Department." Solicitors will be allowed only one registration and one renewal per calendar year.

**REQUIRED DOCUMENTS:** Every applicant must provide a legible copy of the following:

- 1) Completed Freeport Police Department "Registration for Solicitation" form
- 2) Copy of a valid driver's license or State issued identification card
- 3) Copy of a valid vehicle registration and proof of insurance for EACH vehicle which will be used by the license holder(s)

**The Solicitation License DOES NOT allow for:**

- 1) High pressure sales tactics
- 2) After-hours solicitation; Hours of solicitation are Monday-Saturday 9 am – 8 pm. Solicitation is prohibited anytime on Sundays or State/National holidays
- 3) Soliciting in locations where signs prohibit solicitation

**Failure to comply with solicitation guidelines will result in the application being denied or license being revoked.**

Thank you.



# CITY of FREEPORT, ILLINOIS

## REGISTRATION FOR SOLICITATION

Registration Expires: \_\_\_\_\_

Registration #: \_\_\_\_\_

Application must be returned to the Freeport Police Department, 320 W. Exchange St., Freeport, IL, along with cash or a check payable to City of Freeport Police Department in the amount of **\$250.00**.

<b>REQUIRED at the time of Application:</b>	<b>1. LiveScan fingerprinting completed at the Freeport Police Department</b>
	<b>2. Copy of VALID driver's license or state issued identification card</b>
	<b>3. Copy of VALID vehicle registration and proof of insurance for each vehicle used by license holder</b>

**\*\*\* PROVIDING FALSE INFORMATION WILL VOID THE LICENSE TO SOLICIT \*\*\***

Dates of Solicitation:	Previous Solicitation Application:	Description of Materials Being Sold:
Business Name:		Phone #:
Business Street Address:		City/State: ZIP:
Form of Solicitation: <input type="radio"/> Door to Door <input type="radio"/> Businesses <input type="radio"/> Other (explain)		
Are you part of a sales group? <input type="radio"/> Yes <input type="radio"/> No		If YES, how many are in your group?: <input type="text"/>
Name and Phone # of Individual in charge of group:		Email Address:

**SOLICITOR'S INFORMATION**

LAST Name:		FIRST Name:		MIDDLE Name:	
Street Address:			City/State:		ZIP:
Date of Birth:	SSN:	Driver's License # and State Issued from:		Driver's License Expiration Date:	
Phone #:		Scars, Marks, and Tattoos:			
Sex:	Race:	Height:	Weight:	Hair Color:	Eye Color:
Vehicle Year:	Vehicle Color:	Vehicle Make:	Vehicle Model:	Vehicle License # & State:	
Have you ever been convicted of a felony? <input type="radio"/> Yes <input type="radio"/> No			If YES, describe:		
Have you ever been issued a certificate that was later revoked? <input type="radio"/> Yes <input type="radio"/> No					
Have you ever been convicted of a violation of any provisions of this chapter or ordinance or any other Illinois municipality regulating soliciting? <input type="radio"/> Yes <input type="radio"/> No			If YES, list all convictions:		

I affirm that all the answers given in the application are correct and made for the purpose of obtaining a license to solicit. I authorize you to communicate with any person, firm, or corporation necessary to try and obtain any information as you may need concerning the statements made in this application. I also agree that this application will remain your property whether or not the license is granted:

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date**\*\*\* POLICE DEPARTMENT USE ONLY \*\*\***

Application Received: _____	Fee paid _____	Scan of License _____	Vehicle Registration/Insurance _____	Fingerprints: _____
Criminal History: DCN#:	Chief of Police Signature:			