

# MORTON GROVE POLICE DEPARTMENT

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## APPLICATION FOR A CERTIFICATE OF REGISTRATION FOR COMMERCIAL SOLICITATION

PROCESSING FEE: **\$50.00**

*(Please type or print clearly)*

DATE OF APPLICATION: \_\_\_\_\_

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NAME \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ HOW LONG AT THIS ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

**LIST ALL RESIDENCES FOR THE LAST 3 YEARS ON A SEPARATE SHEET OF PAPER**

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DRIVER'S LICENSE # \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ HAIR COLOR \_\_\_\_\_

SEX \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

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VEHICLE MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_

LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_ YEAR \_\_\_\_\_

INSURANCE CARRIER \_\_\_\_\_ POLICY # \_\_\_\_\_

**PLEASE PROVIDE A COPY OF YOUR VEHICLE INSURANCE**

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NAME OF BUSINESS \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

**IF LESS THAN 3 YEARS, LIST THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ALL EMPLOYMENT FOR THE LAST 3 YEARS ON A SEPARATE SHEET OF PAPER.**

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DATE OF LAST LICENSE ISSUED BY MORTON GROVE \_\_\_\_\_

DATE(S) REQUESTED AND THE APPROXIMATE AREA WHERE SOLICITATION WILL OCCUR \_\_\_\_\_

HAVE YOU BEEN EVER BEEN ISSUED A CERTIFICATE OF REGISTRATION THAT WAS REVOKED? IF SO, PLEASE EXPLAIN.

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HAVE YOU BEEN EVER CONVICTED OF ANY VIOLATION OF ANY ORDINANCE CONCERNING SOLICITING: IF SO, PLEASE EXPLAIN.

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HAVE YOU BEEN EVER CONVICTED OF A FELONY OR MISDEMEANOR UNDER THE LAWS OF THE STATE OF ILLINOIS OR ANY OTHER STATE OR FEDERAL LAW OF THE UNITED STATES? IF SO, PLEASE EXPLAIN.

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LIST TWO REFERENCES WHO RESIDE IN THE STATE OF ILLINOIS

<u>REFERENCE #1</u>	<u>REFERENCE #2</u>
NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
PHONE NUMBER _____	PHONE NUMBER _____

LIST ALL LICENSES OBTAINED TO CONDUCT BUSINESS AS A PEDDLER OR SOLICITOR IN ILLINOIS WITHIN THE LAST 12 MONTHS.

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*I hereby consent to a background investigation and to be fingerprinted. I also certify that I am not delinquent in paying any tax, fine or other obligation owed to the Village of Morton Grove.*

\_\_\_\_\_  
SIGNATURE OF APPLICANT

*The undersigned certifies that the information given on this application is true and accurate. Any statements found to be false will result in the loss of the right to solicit in the Village of Morton Grove.*

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**OTHER REQUIREMENTS:**

ONE (1) 2x2 PHOTOGRAPH TAKEN WITHIN THE LAST 60 DAYS SHOWING THE HEAD AND SHOULDERS OF THE APPLICANT.

COPY OF THE APPLICANT'S CERTIFICATE OF REGISTRATION UNDER THE RETAILER'S OCCUPATION TAX ACT, IF APPLICABLE.

## **COMMERCIAL SOLICITOR CHECKLIST**

The following items will be required when applying for a solicitors license:

- A completed application form.
- One (1) photograph, size two inches by two inches (2" x 2"), taken within the last sixty (60) days, showing the head and shoulders of the applicant in a clear and distinguishable manner. Please print the name of the applicant on the back of the photo.
- A brief description written on company letterhead the nature of business in which the applicant is engaged, and the kind of property to be sold or orders solicited.
- A copy of the applicant's certificate of registration under the Retailer's Occupation Tax Act.
- A complete inventory of the goods the applicant intends to offer for sale.
- A list of all licensed to conduct business a solicitor obtained by the applicant in the State of Illinois in the last twelve (12) months.
- The names, addresses and telephone numbers of at least two (2) references located in the metropolitan Chicago area who can give accurate information as to the applicants business activity, honesty and integrity.
- If a vehicle will be used:
  - Copy of the current registration number issued by the Secretary of State
  - Copy of a certificate of insurance of a responsible and reputable insurance company with the following public liability limits:
    - **Bodily Injury insurance** with limits of **not less than** one hundred thousand / three hundred thousand (\$100,000 / \$300,000).
    - **Property Damage insurance** with limits of **not less than** one hundred thousand (\$100,000).
- A **registration fee of \$50.00** per applicant **not** per organization will be required of all solicitors.