



City of Carbondale  
 City Clerk  
 200 S. Illinois Avenue  
 Carbondale, Illinois 62901  
 Phone (618) 457-3281  
 Fax (618) 457-3283  
 Explorecarbondale.com

**SOLICITOR’S PERMIT APPLICATION**

NOTE: This application must be submitted **no less than 10 business days** before the proposed sale.

<b>BUSINESS INFORMATION</b>			
Name of Company			
Address of Company		City, State, Zip	
Company Phone	IBT Number or FEIN		
Contact Person	Contact Phone	Contact Email	
Company whose products you are selling, if different than above			
Name and description of product			
Will you receive any monetary compensation or portion of monies collected?		Yes	No
General location in which the applicant intends to solicit			
<b>PERMITTED SOLICITING HOURS</b>			
Between the hours of 9:00 A.M. and 6:00 P.M. Monday through Saturday and between the hours of 12:00 Noon and 6:00 P.M. on Sundays and State or National Holidays.			
Date(s) when applicant intends to solicit (Maximum 30 days)	From	To	
If a motor vehicle is to be used in conjunction with the applicant’s licensed activities, the following information is required			
Vehicle Make and Model	Color	License Plate No.	State
<b>FOR OFFICE USE ONLY</b>			
Date of Application	Number of Days	Total Fees w/Back Ground	Date Paid
Notes			

<b>SOLICITOR INFORMATION</b>		
Name	Phone	
Address	City, State, Zip	
Have you ever been convicted of a criminal offense or ordinance violation (other than traffic violations) in any jurisdiction?	Yes	No
If yes, please list each individual offense and/or violation with the date and prosecuting jurisdiction.		
Have you previously applied for a Solicitor's Permit in the City of Carbondale?	Yes	No
If yes, give the approximate date of application		
<b>CERTIFICATION</b>		
I, the undersigned, do hereby certify that to the best of my knowledge and belief the above information is true, correct, and complete. I understand that failure to correctly and completely answer the above questions will be cause for denial of this license.		
Signature (Please sign in front of a Notary)	Date	
State of _____ County of _____ Subscribed and sworn to before me this _____ Day of _____, 20_____	Notary Public	
<b>CRIMINAL BACKGROUND AND CREDIT CHECK AUTHORIZATION FOR CARBONDALE CITY LICENSES</b>		
I authorize and empower the City of Carbondale or agent thereof or any other outside service company engaged by the City of Carbondale for this purpose, now or subsequently, to obtain prepare, use, and furnish information concerning my current and former employment, education, credit, general reputation, criminal history information through correspondence, contact, or personal interviews with law enforcement agencies. Upon written request, I understand that said City will provide me with information regarding the nature and scope of the investigation if on is made.		
Print Name	SSN	
Signature	Date	

**5-5-17: REGULATIONS SPECIFIC TO SOLICITORS  
(COMMERCIAL AND NONCOMMERCIAL):**

- A. Soliciting: No person shall solicit on any premises if the premises is posted against solicitation by means of a notice prominently displayed, on which is printed the following legend, or words of similar meaning: NO SOLICITORS, NO PEDDLERS, or NO TRESPASSING. It shall be the duty of each solicitor to first examine any premises for the above-referenced notice and, if present, to immediately and peaceably depart. Any peddler/solicitor who has gained entrance to or who is on any premises, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.
- B. Hours: Soliciting shall not occur except between the hours of 9:00 A.M. and 6:00 P.M. Monday through Saturday and between 12:00 noon and 6:00 P.M. on Sundays, and State or national holidays.
- C. False, Deceptive Or Misleading Statements: A solicitor shall not misrepresent or make false, deceptive, or misleading statements concerning the quality, quantity, or character of any merchandise offered for sale, his/her identity, or the identity of the organization which he or she represents.
- D. Complaints: If a verbal or written complaint is filed alleging that a solicitor has violated any provision of this chapter, the City Clerk shall promptly send a copy of the written complaint to the solicitor, together with a notice that an investigation will be made as to the truth of the complaint. The solicitor shall be invited to present exculpatory evidence to the City Clerk's Office. If the City Clerk, after reviewing all relevant material, finds the complaint to be supported by a preponderance of the evidence, the complaint shall be certified.
- E. Non-Commercial Solicitation Are Exempt From Licensing Requirements: Licensing requirements for door-to-door solicitation shall not apply to government employees when on official business, persons soliciting on behalf of a bona fide not-for-profit organization, persons soliciting on behalf of a candidate for political office or on behalf of a political party, and a person of the age sixteen (16) and under, who is participating in fundraising programs for, or sponsored by, a public or private elementary or high school or bona fide children's organization including, without limitation, Boy Scouts, Girl Scouts, or youth sports. (Ord. 2017-55)