



Village of Davis Junction
106 N. Elm Street, P.O. Box 207
Davis Junction, Illinois 61020
(815) 645-8000
(815) 645-8055 fax

APPLICATION FOR CERTIFICATE OF REGISTRATION FOR SOLICITORS

Permit valid for thirty (30) days from issue date

This application must be completed in full in order to be processed.

The undersigned hereby requests a Certificate of Registration as a Charitable Organization or Commercial Organization (select one), as defined by the Village Code, to engage in door-to-door solicitation at residential premises within the corporate limits of the Village of Davis Junction.

APPLICANT INFORMATION

Name of Applicant: _____

Name of Applicant's Organization: _____

Address of Organization: _____

City/State/Zip Code of Organization: _____

Phone Number: _____

E-Mail: _____

SUPERVISOR INFORMATION

(person supervising solicitation within the Village of Davis Junction)

Name: _____

Local Address: _____

City/State/Zip Code: _____

Phone Number: _____

E-Mail: _____

SOLICITOR INFORMATION

Identify all persons who will engage in solicitation within the Village of Davis Junction. Complete identification is required for background investigation. Add additional pages if necessary.

At the time this application is submitted, we require a photocopy of each person's driver's license (obtained by Village). Failure to submit all required information will result in a delay in processing and the return of your incomplete application.

Name: _____ Date of Birth: _____

Address: _____

Physical description: _____

Length of Employment with Organization: _____

Ever convicted of the commission of a felony or crime involving moral turpitude or truth and veracity under the laws of the State of Illinois or any other state or a federal law of the United States, or released from any penal institution within the last five year? Yes No

Name: _____ Date of Birth: _____

Address: _____

Physical description: _____

Length of Employment with Organization: _____

Ever convicted of the commission of a felony or crime involving moral turpitude or truth and veracity under the laws of the State of Illinois or any other state or a federal law of the United States, or released from any penal institution within the last five year? Yes No

Name: _____ Date of Birth: _____

Address: _____

Physical description: _____

Length of Employment with Organization: _____

Ever convicted of the commission of a felony or crime involving moral turpitude or truth and veracity under the laws of the State of Illinois or any other state or a federal law of the United States, or released from any penal institution within the last five year? Yes No

(Add additional pages for additional solicitors, as needed.)

Date of Solicitation: _____

Time of day of solicitations: _____

Specific geographic area of solicitation with the Village: _____

Has this organization ever made a previous application for Certificate of Registration for solicitation in Davis Junction? Yes No

Has applicant ever had a Certificate of Registration for solicitation in Davis Junction revoked? Yes No

Has Applicant ever been denied a Certificate of Registration for solicitation? Yes No
If yes, give date of denial and reason for denial, if known: _____

Has Applicant or any listed solicitor ever been arrested for any violation of any provision of the Municipal Code of the Village of Davis Junction or the ordinances of any other Illinois municipality regulating solicitation? Yes No
If yes, please explain: _____

If a Charitable Organization, the following must be submitted as part of the Application:

(1) A written statement of recent date issued by the state attorney general that the charitable organization has complied with the provisions of 225 ILCS 460/1 or a written statement by the attorney general of exemption under 225 ILCS 460/3.

(2) A copy of the most recent annual report filed with the state attorney general pursuant to 225 ILCS 460/4. In the event a charitable organization has not yet been required to file an annual report, a copy of the registration statement filed with the state attorney general pursuant to 225 ILCS 460/2 may be utilized.

(3) A financial statement. Upon request, a charitable organization shall make available to every person solicited, a financial statement of the charitable organization for the preceding 12 months which shall include a balance sheet and statement of income and expenses clearly setting forth the following: gross receipts and gross income from all sources broken down into total receipts and income from each separate solicitation project or source; cost of administration; cost of solicitation; cost of programs designed to inform or educate the public; funds or properties transferred out of the state, with explanation as to recipient and purpose; total net income amount for each major purpose, charitable or otherwise. Statements shall be signed by the president or other authorized officer or agent and shall be accompanied by an opinion signed by an independent certified public accountant that the financial statement fairly represents the financial operations of the charitable organization. A copy of the annual report to the attorney general of the state required by 225 ILCS 460/4 may be presented in lieu of the aforementioned financial statement. In the event a charitable organization has not been established for a period of 12 months, a copy of the registration statement filed with the state attorney general pursuant to 225 ILCS 460/2 may be utilized.

Give a description sufficient for identification of the subject matter of the solicitation, which the applicant will engage in (e.g. product or service offered):

NOTE: SOLICIATION OF ANY FOOD PRODUCT(S) REQUIRES APPROVAL FROM THE OGLE COUNTY HEALTH DEPARTMENT.

I, the undersigned, hereby certify that to the best of my knowledge the above information is true and correct.

Date

Signature of Applicant

Organization

Subscribed and sworn to before me
this ____ day of _____, _____.

Notary Public

FOR OFFICE USE ONLY

____ Approved _____ Denied

Date

Village Clerk

Village President/Village Trustee

RULES/PROCEDURES FOR SOLICITORS

All persons wished to engage in solicitation in residential areas **MUST** register with the Village Clerk.

The Applicant is required to complete a full form, which is provided by the Village of Davis Junction in order for their application to be processed.

The application may be obtained from the Village Clerk's office during normal business hours, and **MUST** be submitted at least 10 days prior to commencement of the soliciting activity.

Solicitors are classified as either commercial or charitable, depending upon whether it is represented that contributions are for a charitable or commercial purpose. Note that commercial solicitors may also be required to obtain a Village business license for the commercial activity.

Soliciting may take place between 9:00 a.m. and 7:00 p.m. **only**.

It shall be the duty of every solicitor, upon going onto any premises in the village, to first examine the posted notice, if any is attached, and be governed by the statement contained on the notice. If the notice states, "No Soliciting," then the solicitor shall immediately and peacefully depart from the premises.

Any solicitor who has gained entrance to any premises, whether invited or not, shall immediately and peacefully depart from the premises when notified to do so by the occupant.

No person who has been convicted of a felony or crime involving moral turpitude or who has been released from any penal institution within the past five years may be a solicitor.

No person shall misrepresent his name, occupation, financial condition, or residence, and no person shall make or perpetrate any other misstatement, deception or fraud, in connection with any charitable or commercial solicitation, or in any application or report filed under this article.

Failure to provide all necessary information and supporting documents will result in delay or denial of registration application.

All registered solicitors must wear a safety vest issued by the Village Clerk's office as the outer most layer of clothing at all times while soliciting. A refundable cash deposit for the cost of each safety vest is required upon issuance of the vest and will be refunded when each vest is returned to the Village Clerk's office. The cash deposit will be automatically forfeited to the village for any safety vest not returned to the Village Clerk's office within 30 days from issuance of the vest.