



## CITY OF CARBONDALE, ILLINOIS SOLICITOR'S PERMIT INFORMATION

Attached is an application for a City of Carbondale Solicitor's License. This license may be obtained by filing the attached application with the City Clerk's Office **no less than 10 business days in advance of the proposed activity.**

**REGISTRATION FEE:** Each applicant shall pay to the City Clerk an annual registration fee of \$150.00 for the term May 1 through April 30 each year, or a fee of \$10.00 per day, per each individual solicitor on behalf of the license holder. If an annual fee is paid after May 1, then the fee shall be prorated on a monthly basis for the remainder of the license year. *This license fee is in addition to any fees required for the criminal history check (see last page of application).* All fees shall be paid at the time the application is submitted and shall be non-refundable.

**SOLICITOR'S PERMIT APPROVAL:** Any Solicitor's Permit issued will expire on April 30 of each year. The permit fee and all pertinent documentation must be submitted before the approval process is initiated. Within five (5) days of the receipt of the application, the City Clerk will send copies of the application to the Police Department (for investigation of criminal history) and to the Finance Department (to determine if the applicant has an outstanding debt to the City). These department must report back to the City Clerk within 10 days. Upon receipt of the information, the City Clerk shall cause the permit to be issued within five business days unless it is determined that the license must be denied.

**SOLICITOR'S PERMIT DENIAL:** Notification of Denial - If the City Clerk determines that the applicant has not met one or more of the above conditions, the City Clerk shall deny the issuance of the permit and shall give written notification of such denial to the applicant by first class mail to the applicant's address listed on the application.

**SOLICITOR'S PERMIT REVOCATION:** A Solicitor's Permit shall be revoked if the licensee has violated any City Code provision relative to the issuance of a Solicitor's Permit, if the applicant ceases to possess the qualifications and character required in the City Code for the original registration, has made false statements or misrepresentations in the registration application, conducts solicitation activities contrary to the conditions of the permit requirements or conducts solicitation activities in an unlawful manner or in such manner as to create a public nuisance or in such way as to constitute a danger to the health, safety or welfare of the public. If a permit is revoked, the fee is not refundable.

If the permit is denied or revoked, the City Clerk shall provide written notification of such denial or revocation to the applicant in person or by first class mail. Appeals are through the City Manager's Office and the decision of the City Manager is final.

**PERMIT TO BE CARRIED ON PERSON AND EXHIBITED UPON REQUEST:** Every solicitor shall carry the permit issued under this Chapter on his/her person at all times while conducting business as a solicitor in this City. It shall also be the duty of every solicitor to exhibit such permit when requested to do so by any law enforcement officer or other departmental personnel designated by the City Clerk.

**TRANSFER:** No license issued may be transferred, sold or assigned to another person or business.

(Continued on reverse)

**DISCLOSURE REQUIREMENTS:** Every person soliciting shall, before entering any dwelling, identify himself to the occupant by name, state which individual, partnership, corporation, group, or association he represents and state the identity of the merchandise or services he is offering to sell. If the solicitor takes a sales order for the later delivery of the merchandise, then at the time the order is taken, the following information shall be provided the buyer in a written statement: 1) The terms of the agreement; 2) The amount paid in advance, whether in full, partial, or no advance payment is paid; 3) The name, address and telephone number of the seller; 4) The deliver or performance date; and, 5) Whether a guarantee or warranty is provided and, if so, the terms thereof.

**POSTED PREMISES:** 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.**

**PROHIBITED PRACTICES:** A solicitor shall not misrepresent or make false, deceptive, or misleading statements concerning the quality, quantity, or character of any merchandise offered for sale, the purpose or his identity, or the identity of the organization he represents. A solicitor shall not sell or barter any goods, services, merchandise or wares other than those specified in his solicitor's permit. No person shall impede the free use of sidewalks or streets by pedestrians or vehicles. No person shall stand in or on a public street for the purpose of soliciting contributions from the occupant of a motor vehicle. No person shall solicit at, or remain on the premises of any dwelling or business premises after having been asked by the occupant or business person thereof to leave the premises. No solicitor shall conduct himself in a disorderly or unlawful manner. No solicitor shall make, or cause to be made, any loud or obnoxious noise of such volume sufficient to disturb the peace of the residents of the City. No person shall solicit at residential dwellings without prior written consent of the occupant except between the hours of nine o'clock (9:00) A.M. and nine o'clock (9:00) P.M. Monday through Saturday and noon and Nine o'clock (9:00) P.M. on a Sunday or on a national holiday.

**EXCEPTIONS:** The registration and fee requirements of this Chapter shall not apply to the following: 1) Officers or employees of the City, County, State or Federal Government or any subdivision thereof, when on official business; 2) Persons soliciting funds on behalf of a "bona fide" not-for-profit organization"; 3) Persons soliciting on behalf of a candidate for public office or on behalf of a political party; 4) Any person under the age of seventeen (17) years is not required to register as a solicitor with the City Clerk's Office, but shall disclose to any business or resident their organizational affiliation and purpose of the solicitation.

**NO AGREEMENT TO EVADE:** It shall be unlawful for a nonresident of the City to enter into an oral or written business arrangement or agreement with a resident of the City for the purpose of evading this City Ordinance.

**SEVERABILITY:** If any part, section, subsection, sentence, clause or phrase of this Chapter is, for any reason, declared to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect or impair the constitutionality or validity of the remaining portions thereof.

**PENALTY:** Any person who violates any provision of this Chapter shall be subject to a fine of not less than fifty dollars (\$50.00) nor more than seven hundred fifty dollars (\$750.00) for each offense. A separate offense shall be deemed committed on each day that a violation continues. All violations of this Chapter are hereby determined to be a nuisance which may be abated or enjoined by the City. Nothing in this Chapter shall exempt the City or any person from seeking civil remedies against any person who is in violation of this Chapter.



CITY OF CARBONDALE, ILLINOIS

SOLICITOR'S PERMIT APPLICATION
THIS PERMIT ISSUED FOR DOOR-TO-DOOR SALES ONLY

NOTE: This application MUST be submitted in no less than ten (10) business days in advance of the proposed sale. The SOLICITORS INFORMATION form (attached) must be provided for EVERYONE who will be soliciting.

NAME OF COMPANY: \_\_\_\_\_

ADDRESS OF COMPANY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ IBT OR FEIN NUMBER: \_\_\_\_\_

SOLICITOR'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Please list address(es) for the past two (2) years and the length of time you have lived at each address.

- 1. \_\_\_\_\_ How long? \_\_\_\_\_
2. \_\_\_\_\_ How long? \_\_\_\_\_
3. \_\_\_\_\_ How long? \_\_\_\_\_
4. \_\_\_\_\_ How long? \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_ Phone #: \_\_\_\_\_

If applicant is a corporation, provide name(s), residence address(s) and phone number(s) of the officers.

NAME OF OWNER/CORPORATION/PARTNERSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

- 1. General location in which the applicant intends to solicit: \_\_\_\_\_
2. Date(s) when applicant intends to solicit: From: \_\_\_\_\_ To: \_\_\_\_\_
3. Nature of business applicant intends to conduct within the City: \_\_\_\_\_
4. Explain the proposed method of operation within the City: \_\_\_\_\_

- 5. Nature of products or services in which the applicant is interested: \_\_\_\_\_  
\_\_\_\_\_
- 6. Names of the manufacturers of such products and/or of the organization the applicant is representing:  
\_\_\_\_\_
- 7. Will you receive any monetary compensation or portion of monies collected? \_\_\_\_\_
- 8. Please submit any information regarding the prior application, use or revocation of a Solicitor's Permit in the City of Carbondale and give the date or approximate date of that application. \_\_\_\_\_  
\_\_\_\_\_
- 9. Have you ever been convicted of a criminal offense or ordinance violation (other than traffic or parking offenses) in any jurisdiction? \_\_\_\_\_  
If yes, please list each conviction with the date and prosecuting jurisdiction.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a motor vehicle is to be used in conjunction with the applicant's licensed activities, the following information is required:

Make & Year \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

State of \_\_\_\_\_  
County of \_\_\_\_\_

Subscribed and sworn to before me on

\_\_\_\_\_  
\_\_\_\_\_

Notary Public



(FOR OFFICE USE ONLY)

License issued: Yes No If not issued, give reason: \_\_\_\_\_

Date: \_\_\_\_\_ Amount paid: \_\_\_\_\_

Duration of license: From: \_\_\_\_\_ To: \_\_\_\_\_

# SOLICITOR INFORMATION

The following information must be completed for every person who will be in contact with the public for the purpose of stocking, transporting, delivering and/or selling the goods, wares or merchandise. Any new individuals added after submission of this application must be submitted to the City Clerk's Office within 24 hours.

SOLICITOR'S NAME: \_\_\_\_\_

HOME Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

LOCAL Address\* \_\_\_\_\_

\*Where you are staying while you are selling in the Carbondale area.

Home phone number \_\_\_\_\_

Local phone number \_\_\_\_\_

Driver's License No. \_\_\_\_\_

State of Issuance \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Please list address(es) for the past two (2) years and the length of time you have lived at each address.

- |          |                 |
|----------|-----------------|
| 1. _____ | How long? _____ |
| 2. _____ | How long? _____ |
| 3. _____ | How long? _____ |
| 4. _____ | How long? _____ |

Have you ever been convicted of a criminal offense or ordinance violation (other than traffic or parking offenses) in any jurisdiction?  Yes  No If yes, please list each individual offense and/or violation, the date and the prosecuting jurisdiction. Attach additional page(s) if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CERTIFICATION

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 of Seller Date



### DISCLOSURE AND RELEASE FORM

In connection with my application for employment (including contract for services or volunteer services) or tenancy with City of Carbondale, at 200 S. Illinois Avenue, Carbondale, IL, consumer reports will be requested. These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics, may be obtained.

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to make a request to the consumer reporting agency: **Background Screeners of America**, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; telephone (866) 570-4949 ("Agency"), upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: [www.backgroundscreenersofamerica.com](http://www.backgroundscreenersofamerica.com).

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

**California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.**

**Notice to California Applicants:**

You have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. You can have someone accompany you to the Agency's offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.

**Notice to New York Applicants:**

For consumers applying for work in New York: I acknowledge receiving a copy of Article 23-A of the New York Correction Law \_\_\_\_\_. (Initials)

**Search Requestor Copy**

I acknowledge I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

<b>NAME: First</b> _____		<b>Middle</b> _____	<b>Last</b> _____
<b>Social Security #</b> _____		<b>Date of Birth</b> _____	
<b>Email</b> _____			
<b>Current Address:</b>		<b>Previous Address:</b>	
Street 1 Apt or Unit # City ST Zip		Street 1 Apt or Unit # City ST Zip	
<b>Drivers Lic. #</b>		<b>State Issuing</b>	
<b>Alias Names Used:</b>			

**X** \_\_\_\_\_ DATE: \_\_\_\_\_  
APPLICANT SIGNATURE

**Search Requestor Copy**

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

**For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**Applicant Copy**



**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center –FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

**Applicant Copy**