



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: May 17, 2018

www.villageofglencoe.org

Solicitor Permit Application

This is a fillable PDF form. Please complete the form and deliver it and any supporting documentation to the Public Safety Department for processing.

All applicants are required to obtain a permit and submit to a fingerprint background check and photograph per GVC-25-2. There is an associated fingerprint fee in addition to the application fee (per person, currently the total is \$65), payable to the Village of Glencoe when the application is submitted.

Section A: Applicant Information

Name: _____ Cell Phone: _____

Residence Address: _____ City: _____ State: _____ Zip: _____

Previous Residence (if current address is fewer than 3 years):

Previous Address: _____ City: _____ State: _____ Zip: _____

Date of Birth: _____ Driver's License Number: _____ Issuing State: _____

Other ID Number: _____ Type: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Copy of government issued ID attached

Please provide information regarding applicant's solicitation history, to include use or violation of any solicitation permit or regulation (local, state and/or federal) in the past five years:

Does applicant have any felony convictions? Yes No

If yes, please explain:

Will applicant receive monetary compensation or commission?

Yes No If yes, in what form? _____

Are you authorized to solicit by any other government agency? Yes No If so, list: _____

Section B: Employer Information

Current Employer: _____ Principal Officer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Length of Employment: _____

Will more than one representative from your company or organization be soliciting in Glencoe? Yes No

If yes, please fill out the following:

Name of Local Person-in-Charge: _____ Work Phone: _____

Section C: Solicitation Information

Solicitation Date Range: Beginning: _____ / _____ / _____ Ending: _____ / _____ / _____

***60 Days Maximum**

If a corporate entity, please attach evidence of registration with the State of Illinois.

If a charitable organization, please attach evidence of registration with the Illinois Attorney General.

If using a vehicle, please provide the following information:

Make: _____ Model: _____ Year: _____ License Plate (State): _____

Is this permit request for conducting charitable solicitation on a public right-of-way? Yes No

If yes, please describe the location: _____

Description of subject matter and purpose of solicitation:

Section D: Acknowledgement & Signature

By applying for a Village Solicitor Permit, I hereby authorize any person to disclose, and the Village to investigate, all information pertaining to my background, qualifications and any other matter relevant to my application.

I hereby waive any and all claims against the Village and hereby agree to indemnify and hold harmless the Village and its elected and appointed officials, boards, commissioners, attorneys, employees and agents from any and all claims resulting from or arising out of, or alleged to result from or arise out of, the aforesaid activities.

I hereby affirm that all the information provided is true and accurate.

Applicant Signature: _____ Date: _____

Please deliver this form with any supporting material to:

Public Safety Department

Village of Glencoe

325 Hazel Avenue

Glencoe, Illinois 60022

Phone: (847) 835-4112 | Fax: (847) 835-8438 | E-mail: publicsafety@villageofglencoe.org

FOR OFFICE USE ONLY

Approved By: _____ Date: _____

**Pursuant to specific exemptions under GVC 25-3, applicants under 18 may be exempt from permits, fingerprints and fees if soliciting on behalf of a registered charitable entity or for personal services (e.g. babysitting, lawn mowing, snow removal). Otherwise, all permit requirements will apply.*