



VILLAGE OF VIOLA
SOLICITOR REGISTRATION FORM
Ordinance Number 4, Series 2025

Please ensure that the following items are submitted along with this application:

- **Non-refundable payment of \$30**
- **Copy of a valid driver's license or state identification**
- **Passport size photo (2" x 2")**

Please note that all permits are valid for 30 days from the date of issuance.

APPLICANT INFORMATION

FULL LEGAL NAME OF APPLICANT (First, Middle, and last):

RESIDENTIAL ADDRESS:

LENGTH AT ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

DATE OF BIRTH:

BUSINESS INFORMATION

BUSINESS/EMPLOYER'S NAME:

LENGTH OF EMPLOYMENT:

BUSINESS ADDRESS (if different from residential address above – otherwise state "SAME"):

ADDRESS OF HEADQUARTERS (If different from above):

BUSINESS PHONE NUMBER:

SUPERVISOR'S NAME (First and last):

SUPERVISOR'S PHONE NUMBER:

ILLINOIS BUSINESS TAX NUMBER OR TAX-EXEMPT NUMBER (if tax exempt, please provide proof of tax-exempt status):

SOLICITATION INFORMATION

BRIEF DESCRIPTION OF THE NATURE OF THE BUSINESS AND THE PRODUCTS/SERVICES TO BE SOLD/RENDERED

NAME OF COMPANY OFFERING PRODUCTS/SERVICES BEING SOLD, IF DIFFERENT FROM ABOVE. (**EXAMPLE:** EMPLOYER IS ABC MARKETING, BUT SERVICE BEING SOLD IS ELECTRICITY CONTRACT FROM XYZ ENERGY)

TYPE OF SOLICITATION

☐ DOOR TO DOOR ☐ INTERSECTION ☐ STORE FRONT

ACTIVE HOURS

START AND END DATES FOR WHICH PERMIT IS REQUESTED (please allow at least five business days for issuance – duration may not be longer than 30 days)

PLEASE INDICATE YOUR SOLICITATION HOURS (must be in compliance with Village Ordinance)

(EXAMPLE: 9:00A – 5:00P MONDAY – SATURDAY | 10:00A – 5:00P SUNDAY)

ADDITIONAL QUESTIONS

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

☐ YES ☐ NO

IF YES, PLEASE EXPLAIN:

HAVE YOU OR THE BUSINESS YOU ARE SOLICITING FOR EVER BEEN DENIED A PERMIT FOR SOLICITATION OR HAD YOUR PERMIT REVOKED BY THE VILLAGE OF VIOLA OR ANY OTHER GOVERNMENT ENTITY?

☐ YES ☐ NO

IF YES, PLEASE EXPLAIN:

PLEASE INITIAL EACH ITEM BELOW

_____ I UNDERSTAND A SOLICITOR PERMIT MUST BE DISPLAYED AND VISIBLE WHILE SOLICITING.

_____ I UNDERSTAND THAT I MAY NOT KNOCK ON DOORS OR ENGAGE IN CONVERSATION AT ADDRESSES DISPLAYING A 'NO SOLICITING' SIGN OR ADDRESSES THAT ARE ON THE 'NO SOLICITING' REGISTRY.

_____ I UNDERSTAND THE VILLAGE MAY ISSUE A \$50.00 FINE FOR VIOLATION OF THE VILLAGE'S SOLICITING ORDINANCE.

_____ I UNDERSTAND THAT THE \$30.00 APPLICATION FEE IS NON-REFUNDABLE.

_____ I HAVE PROVIDED THE REQUISITE DOCUMENTATION, INCLUDING A PHOTOCOPY OF MY DRIVER'S LICENSE OR STATE IDENTIFICATION CARD, A 2"x2" PHOTO, AND TAX-EXEMPT DOCUMENTATION (IF APPLICABLE).

I HEREBY AUTHORIZE THE VILLAGE OF VIOLA TO INVESTIGATE AND VERIFY THE INFORMATION CONTAINED HEREIN. I WAIVE ANY RIGHTS OF PRIVACY I MAY HAVE TO THE INFORMATION CONTAINED THEREIN AND INDEMNIFY AND HOLD HARMLESS THE VILLAGE OF VIOLA, ITS OFFICERS, EMPLOYEES, AGENTS, AND ASSIGNS FOR ANY AND ALL CLAIMS OR DAMAGES (INCLUDING REASONABLE ATTORNEY'S FEES) RESULTING FROM SAID INVESTIGATION. I HEREBY CERTIFY AND SWEAR THAT ALL THE ABOVE INFORMATION IS TRUE AND ACCURATE.

SIGNATURE OF APPLICANT

DATE

NUMBER TO CALL WHEN PERMIT IS READY

INFORMATION FOR VILLAGE TO COMPLETE:

FOR OFFICE USE ONLY

AMOUNT RECEIVED: _____ DATE RECEIVED: _____

METHOD OF PAYMENT: _____

PROCESSED BY: _____

APPROVED: _____ DENIED: _____

REQUIRE FURTHER INFORMATION: _____