

SOLICITOR APPLICATION FORM DIRECTIONS

- Each applicant must complete an application form, front & back.
- **Leave the solicitation dates and hours section blank**; it will be completed by the police department once the application has been approved.
- **Both sides** of the form must be completed.
- Solicitor Applications **may not** be faxed; they must be mailed or hand-delivered.
- Each applicant must appear in person and present valid photo identification to pick up the completed application.
- Permits are valid for 30 days at a time.
- Permits may be picked up Monday-Friday, 8:00 am – 4:00 pm.
- Each solicitor must carry and make available for display his/her approved permit when soliciting.
- **No more than 8 solicitors from your group may be on the street at any time.**
- **Please submit on company letterhead the name of the organization and its purpose.**
- If you have any questions, please contact Donna at 708-366-8500, ext. 345