



COMMERCIAL SOLICITATION NOTIFICATION FORM

DATE SUBMITTED: _____

NAME OF GROUP/ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ E-MAIL: _____

DATES OF SOLICITATION: _____

HOURS OF SOLICITATION: _____

The following person will directly supervise the solicitation:

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ MOBILE NUMBER: _____

CERTIFICATION STATEMENT:

I certify and affirm that he/she is an authorized representative of the organization whose name appears on this form and that participants will comply with the provisions contained in Chapter 46 of the Wheaton City Code. I certify that all the above statements are true to the best of my knowledge, information, and belief. I further attest that I will promptly notify the Chief of Police regarding any changes to the information that I have provided on this form.

SIGNATURE: _____ PRINT NAME: _____

TITLE: _____ DATE: _____

Submit completed applications to the Police Department at 900 W. Liberty Drive, Wheaton, IL 60187
E-mail: police@wheaton.il.us or Fax: 630-260-4865. Applications will be processed Monday thru Friday between the hours of 8:00 a.m. and 4:00 p.m. Applications will be processed within 48 hours from time and date received.

Please provide below information for each person 15 years of age and over intending to engage in commercial solicitation. (Make additional copies if needed.)

FULL NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

Has this person been convicted of a felony under any state or federal law within the last five years?

Yes No

FULL NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

Has this person been convicted of a felony under any state or federal law within the last five years?

Yes No

FULL NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

Has this person been convicted of a felony under any state or federal law within the last five years?

Yes No

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ADDRESS: _____

Has this person been convicted of a felony under any state or federal law within the last five years?

Yes No

All organizations and individuals conducting solicitation shall conform to all regulations as listed in Wheaton Ordinance Chapter 46. The entire code is available on the city website (wheaton.il.us). The following are highlights of the ordinance and are not verbatim. They are intended to supplement your review of the actual ordinance.

- Commercial solicitation may commence on weekdays from 9:00 a.m. to sunset and on weekends 10:00 a.m. to sunset
- Commercial solicitation is prohibited at, within or upon all public ways
- Commercial solicitors should comply with any posted notices for no solicitation
- Commercial solicitors shall immediately and peacefully depart from a premise when requested by the occupant
- All solicitors shall have photo identification on himself or herself at all times while engaging in solicitation activity within the City
- It shall be unlawful for any person under the age of 14 to engage in solicitation activity without adult supervision
- Commercial solicitation notifications are effective for 90 days from date of submission

(Please do not write below this line – For City use only)

DATE RECEIVED: _____ TIME RECEIVED: _____ RECEIVED BY: _____

BACKGROUND CHECK (S) COMPLETED: BACKGROUND CHECK(S) COMPLETED BY: _____

APPROVED BY: _____ DATE APPROVED: _____