

CITY OF COLUMBIA

Illinois



IN THE GREATER ST. LOUIS METROPOLITAN AREA

MUNICIPAL BUILDING
P.O. BOX 487
208 SOUTH RAPP AVENUE
COLUMBIA, ILLINOIS 62236-0487
PHONE 618 281 7144

PEDDLERS / SOLICITORS / FLYERS APPLICATION

Instructions to Applicant:

1. The following information must be completed and submitted to the City Clerk's Office at Columbia City Hall.
2. **Peddler's License Fee: \$140.00** per day for one person; **\$35.00** per day for each additional person, plus **\$19.50 for Non-Resident Fingerprinting** for each person (see application attached).

Solicitor's Certificate of Registration: There is no charge for a solicitor's certificate of registration, but a fee of **\$19.50 for Non-Resident Fingerprinting** is required (see application attached) before obtaining the certificate of registration.

Peddler/Solicitor applications will take approximately four (4) to six (6) weeks for Non-Resident Fingerprinting results. Once application has been approved or denied, the City Clerk's Office will inform the applicant of the status.

3. **Hours allowed:** Time limit on peddling/soliciting is Monday through Saturday 9:00 a.m. until 5:00 p.m. **No peddling/soliciting allowed on Sundays, state or national holidays.**
4. **Flyers:** There is no charge for the distribution of flyers. Please attach a sample of the flyer to be distributed to the completed application. **Flyers may only be placed on resident's front doors and cannot be placed on vehicles. It is against the law to place flyers inside or on a resident's mailbox.** The flyers application will take approximately two (2) working days for approval.

(PLEASE PRINT)

Applicant – check (X) one:

Peddler's Application Solicitor's Application Distribution of Flyers Application

1. **Applicant Name:** _____
Last First Middle Initial
2. **Applicant address of residence during the past three (3) years:**
Street City State Zip
3. **Phone #:** _____
4. **Driver's License #:** _____ **State:** _____ **License plate #** _____ **State:** _____
5. **Social Security #:** _____
6. **Date of Birth:** _____ **Age of Applicant:** _____
7. **Marital Status:** _____ **If married, name of spouse:** _____
8. **Physical Description of Applicant:** _____
Height Weight Hair Color Eye Color
9. **Manufacturer of vehicle applicant will be driving or riding in:** _____
10. **Year of vehicle:** _____ **Color of vehicle:** _____
11. **License plate #:** _____ **State:** _____

12. Name & address of the person, firm or corporation by whom the applicant is employed by: _____

13. Number of years with the person, firm or corporation: _____

14. Name & address of employer during the past three (3) years: _____

15. The last three (3) cities and villages where the applicant carried on business immediately preceding the date of application and address where business was conducted:

	<u>City/Village</u>	<u>Address</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____

16. Description of merchandise/goods: _____

17. Date in which license/registration shall be in effect

	Beginning Date	Ending Date
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18. Have you previously had a peddler's license or solicitor's certificate of registration with the City of Columbia?

Yes No

19. If so, what was the date of the latest application? _____

20. Has a Certificate of Registration under this code ever been revoked?

Yes No

21. Has the applicant ever been convicted of a violation of any of the provisions of this code or the code of any other Illinois Municipality regulating peddling or soliciting?

Yes No

22. Has the applicant ever been convicted of the commission of a felony under the laws of the State of Illinois or any other State or Federal Law of the United States?

Yes No

Your signature on this application allows the City of Columbia Police Department to research your criminal history.

 (Applicant Signature) Date

Staff use below:

<i>\$140.00 per day per person</i>	<i>\$35.00 per day for each additional person</i>	<i>\$19.50 Non-Resident Fingerprinting</i>	
<i>Paid:</i>	<i>Date Paid:</i>	<i>Cash:</i>	<i>Cert. Ck. or Money Order #</i>
<i>Approved:</i>		<i>Date:</i>	

cc: Applicant Columbia Police Department

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PHONE: 618-283-7144

NON-RESIDENT FINGERPRINTING - \$19.50

Instructions to Applicant:

1. Applicant should obtain a certified check or money order made payable to the "City of Columbia" which needs to accompany this completed form and paid at the Columbia Municipal Building, City Clerk's Office, 208 S. Rapp Ave., Columbia, IL 62236.
2. Once paid, this form and receipt must be taken to the Columbia Police Department at 1020 N. Main St., Columbia, IL 62236. Applicant will be fingerprinted by an on-duty police officer at the Police Department between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. **The prints plus a letter and green envelope will be given to the applicant by the Police Officer. Applicant then sends their prints along with a certified check or money order for \$18.00 made payable to the Treasury of the US for production of an identification record. Once applicant receives their background information, they are to bring it to the Police Department UNOPENED for review.**
3. **Results for Non-Resident Fingerprinting take approximately four (4) to six (6) weeks.**

NAME:

(Last)

(First)

(Middle)

RESIDENTIAL
ADDRESS:

#

Street

City

State

Zip Code

TELEPHONE #:

()
Home

()
Cellular

Are you a U.S. citizen?

Yes

No

SOCIAL SECURITY #:

DRIVERS LICENSE #:

STATE:

Sex: Male

Female

Race:

Height: _____

Weight: _____

Eye Color:

Hair Color:

DATE OF BIRTH:

PLACE OF BIRTH:

(Applicant Signature)

Date