



APPLICATION FOR
TRANSIENT MERCHANT/ITINERANT VENDOR LICENSE
VILLAGE OF GODFREY

REQUIRE CERTIFICATES:

- 1.) A copy of the applicant's Certificate of Registration under the Retailers Occupation Act (35 ILCS 120/1 et seq.)
- 2.) A copy of Driver's License or State Registration Card

The undersigned hereby applies for a Certificate of Registration for soliciting in the Village of Godfrey.

Date: _____

Applicant's Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

How Long at present address: _____
(If less than 3 years
list previous address) _____

Phone Number: _____

Driver's License Number: _____

Date of Birth: _____ Race: _____ Height: _____

Weight: _____ Hair Color: _____ Eye Color: _____ Sex: _____

Car Year: _____ Make: _____ Model: _____

License Number: _____ License State: _____

Location where applicant intends to do business: _____



COMPANY REPRESENTED:

Business Name: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Illinois State Sales Tax Number: _____. Attach a copy of the applicant's certificate of registration under the Retailer's Occupation Tax Act (35 ILCS 120/1 et seq.)

Supervisors Name: _____ **Phone:** _____

Supervisors Email: _____

How long with present employer: _____

Product or service offered in solicitation or the nature of the business the applicants intend to conduct:

What type of goods does the applicant intend to offer for sale?

Has the applicant (s) been convicted of the commission of a felony under the laws of this state or any other state or federal law of the United States, or misconduct which constitutes a class A misdemeanor under Illinois law?

Yes: _____ **No:** _____

If yes, list in detail the dates and type of offense: _____

Attach a list of all licenses to conduct business as a transient merchant or an itinerant vendor obtained by applicant in the State Illinois in the twelve (12) months preceding the date of filing of this application.



Attach a list of the last three municipalities where the applicant carries on business immediately preceding the date of this application and the address or addresses from which such business was conducted in those municipalities.

Has the applicant's license to conduct business as a transient merchant or an itinerant vendor been previously revoked?

Yes: _____ No: _____

If yes, state in detail why: _____

Name and address of your previous employer for the past year: _____

Dates and times solicitation will take place:

(10am - 6pm Monday through Saturday by Village Ordinance)

Oath of Applicant

I, _____, Under Oath, do state that I
(Printed Name)

have read and reviewed the Godfrey Revised Code related to Transient Merchant/Itinerant activities, and, individually and on behalf of any company I am working for, agree to abide by all the terms and conditions thereof, in consideration for issuance of a license as provided in said Revised Code. I understand that Transient Merchant/Itinerant activities may not be conducted in the Village of Godfrey until such time as a license is issued. I further state that the foregoing information is true and correct and I have not falsified any information provided in this application. I hereby consent to a driving record and a criminal history background check with fingerprint check through the Illinois Bureau of Investigation, and or any other law enforcement databases. I further affirm I have been provided a copy of the most recent "No-Knock" registry by the Village containing all addresses within the Village for which temporary peddling/soliciting activities are prohibited pursuant to the written request of the residents of



said addresses, that temporary peddling/solicitation activities at all designated addresses in the "No-Knock" registry are prohibited, that the addresses on the "No-Knock" list shall be treated as a written No Trespass notice to any peddlers/solicitors in the Village of Godfrey, and peddling/soliciting at any prohibited address shall subject me to all civil or criminal penalties as provided for in the Godfrey Revised Code and/or 720 ILCS 5/21-3, et seq., as well as license revocation.

Signature of Applicant _____ Date _____

_____, being first duly sworn, state that all of the foregoing statements have been answered truthfully, and to the best of my knowledge

Subscribed and sworn to before me, a Notary Public, on this _____ day of _____, 20____.

Notary Public

(SEAL)

(Office Use Only)

Approved: _____ Not Approved: _____

Date background check verified: _____

Date Permitted with Village of Godfrey: _____



Memorandum

To: Solicitors
From: Jacki Clayton, Village Clerk
Ref: Rules for Solicitors
Date: 06-01-25

Dear Solicitors,

You were granted a permit for soliciting in the Village of Godfrey. You must abide by the rules set forth in the Village of Godfrey Ordinance or your permit will be revoked, and you will not be allowed to solicit in the Village of Godfrey. Additionally, the police may issue you citations, or arrest you if your actions warrant it.

1. You cannot solicit at any resident where it is posted "No Soliciting" or "No Solicitors". A Solicitor is you. _____
2. If someone tells you to leave their property, you must immediately leave. No arguing. The matter is not up to debate and if you don't leave you are trespassing. _____
3. You may not stop someone from closing their door. There were past complaints of solicitors who would put their foot in the door to keep it from closing. This is unlawful. _____
4. No Soliciting outside of allowed hours of 10:00 AM to 6:00 PM, Mon-Sat. No Sundays or Holiday Soliciting. _____
5. If someone tells you they are not interested, move along. No arguing, ABSOLUTELY NO PROFANITY. _____
6. You acknowledge that you have not only received the No-Knock list, you understand that you are prohibited from soliciting any address on the list, and that the list is treated as a No-Trespass Notice from the property owners on the list, and you, as the license holder are subject to the various penalties for violating the No Knock list. _____

I understand and agree to the rules listed above and I have received a copy of the Do Not Knock List:

Your number that we can reach you on: _____

Name Printed: _____

(Signed) _____ Date: _____



To: Solicitors
From: Jacki Clayton, Village Clerk
Ref: Rules for Solicitors
Date: 04-21-2026

Please Initial after each line that you agree and understand

Dear Solicitors,

You have applied for a solicitors permit with the Village of Godfrey. In order to be approved for a permit:

1. You must fill out all the information on the application and provide a copy of your driver's license. _____
2. We will take your photo for your Village of Godfrey ID. _____
3. The business/company must submit a copy of their Illinois Business Registration that shows you/your company can do business in Illinois. _____
4. **You are not allowed to do ANY soliciting in Godfrey until you have been issued your permit, ID and received a copy of the DO Not Knock list.** _____
5. Please re- read #4 again.... No soliciting until you have all valid documents. _____
6. Once background checks come back and are approved you/your company will need to pay the \$60 for the permit and ID before they can be issued to you. _____
7. If you are caught soliciting without a permit the fine ranges from \$125.00 up to \$750.00. _____
8. You are not allowed to solicit in the Village of Godfrey after your permit has expired. _____
9. Permit and ID badge must be on you at all times and badge must be visible. _____
10. If you do not follow the rules listed above as well as the rules on the Do Not Knock list your permit will be pulled and you will not be allowed to have a permit reissued to you indefinitely. _____

I understand and agree to the rules listed above. _____

Name Printed: _____

(Signed) _____

Date: _____



6810 Godfrey Road, P.O. Box 5067, Godfrey, IL 62035, (618) 466-1483

BACKGROUND CHECK CONSENT/RELEASE FORM

Applicant's Full Name: _____
Last First MI

Applicant's Address: _____
Number Street Name City State Zip Code

Birthdate: ____/____/____ Email: _____
Mo. Day Year

Race: _____ Sex: _____

I, _____, authorize and give consent for the Village of
Name of applicant

Godfrey, Illinois State Police, and/or another third party administrator to obtain personal information that directly pertains to the qualifications and responsibilities of the position which I have been conditionally offered.

I authorize this information to be obtained either in writing or via telephone in connection with my volunteer services and or employment with the Village of Godfrey.

Name (printed): _____

Signature: _____ Date: ____/____/____

ATTACH STATE
ISSUED
PHOTO I.D.
HERE