



**Lyons Police Department**  
 4200 Lawndale Avenue • Lyons, IL 60534  
 (708) 447-1225 • <http://www.villageoflyons-il.net>

**SOLICITATION PERMIT**

Date of Application: \_\_\_\_\_  
 Organization/Applicant Name: \_\_\_\_\_  
 Organization/Applicant Address: \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Date/Time for Solicitation: \_\_\_\_\_ Solicitation Area: \_\_\_\_\_

Applicant please sign and date this form below. Please complete the additional information needed on the second page of this form if applicable to your solicitation process.

\_\_\_\_\_  
 Applicant Signature Date

The following guidelines apply to solicitors in the Village of Lyons:

- Solicitors must obtain a solicitation permit from the Police Department before beginning solicitation activities.
- Permits are valid for up to 30 days.
- Residential solicitation hours are from 10 AM to 7 PM.
- Solicitors must obey notices of "No Solicitors".
- The Permit issued by the Police Department must be displayed by the solicitor.

Proof of the following must be submitted with this application:

- Liability insurance with values of no less than \$500,000 per person, \$1,000,000 per occurrence, and \$500,000 for property damage.
- Evidence of tax-exempt status for non-profit or religious organizations.
- Evidence of an Illinois retail tax identification number is required for profit organizations.

Please return the completed, associated paperwork, and the permit fee (if required) to:

Lyons Police Department  
 Attn: Commander Neil Sexton  
 7801 West Ogden Avenue  
 Lyons, IL 60534

Fees: Commercial Solicitation Permit – \$250.00  
 Non-Profit Permit – No Fee with Proof of Non-Profit Status

Administrative Use Only			
Approved: Yes / No	Approved By: _____	Date Approved: _____	
Permit Fee (\$250) Paid: Yes / No	Date Paid: _____	Receipt Number: _____	
Date Permit Issued: _____	Date Permit Expires: _____		



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## SOLICITATION PERMIT – VEHICLE INFORMATION

**Vehicle 1** State of Plate: \_\_\_\_\_ Plate Number: \_\_\_\_\_ Plate Type: \_\_\_\_\_  
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Style: \_\_\_\_\_

**Vehicle 2** State of Plate: \_\_\_\_\_ Plate Number: \_\_\_\_\_ Plate Type: \_\_\_\_\_  
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Style: \_\_\_\_\_

**Vehicle 3** State of Plate: \_\_\_\_\_ Plate Number: \_\_\_\_\_ Plate Type: \_\_\_\_\_  
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Style: \_\_\_\_\_

## SOLICITATION PERMIT – PERMITTED SOLICITORS

**Solicitor Information** Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Drivers License \_\_\_\_\_  
ID Issued: Yes / No

**Solicitor Information** Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Drivers License \_\_\_\_\_  
ID Issued: Yes / No

**Solicitor Information** Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Drivers License \_\_\_\_\_  
ID Issued: Yes / No

**Solicitor Information** Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Drivers License \_\_\_\_\_  
ID Issued: Yes / No

**Solicitor Information** Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Drivers License \_\_\_\_\_  
ID Issued: Yes / No