

**CITY OF EAST MOLINE  
915 16<sup>TH</sup> AVENUE, EAST MOLINE, IL. 61244  
APPLICATION FOR CANVASSER OR SOLICITOR**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

GROUP LEADER: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DRIVER'S LICENSE # \_\_\_\_\_

SOLICITOR: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DRIVER'S LICENSE # \_\_\_\_\_

**A 2X2 PHOTO AND COPY OF A VALID DRIVERS LICENSE MUST ACCOMPANY THE APPLICATION FOR EACH SOLICITOR**

PROPOSED METHOD OF  
OPERATION: \_\_\_\_\_  
\_\_\_\_\_

FEE: \$25.00 (6 DAYS OF OPERATION) \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

\$300 (ANNUAL) \_\_\_\_\_ APPLICATION EXPIRES: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

POLICE DEPARTMENT

CITY CLERK

## **Licensing Background Check Procedure**

The City of East Moline requires that certain businesses be licensed to operate. Some of these licenses require that a criminal background check be completed on the applicant. The following procedure should be followed for these cases.

The applicant should be informed that they will need to pay a fee of \$44.00 to the Illinois State Police for this check. A personal check, cashier's check, or money order will be accepted. They will also need to bring photo identification when they come to be printed.

We will take two sets of fingerprints to send to the ISP. One set will be taken on an ISP "Fee Applicant Card." This heading is on the top of the card. The second set will be taken on a blue "applicant" card. "Applicant" is in the upper left hand corner and it says "Federal Bureau of Investigation" on the back.

Both the person being printed and the person taking the prints must sign the FBI card. Both cards should be dated.

The cards, the payment to ISP, and a copy of the identification used should be left for the records department to process.

The person being processed should be told that they will be contacted when the results are received. This can take several weeks.

The records department will complete the cards and submit both to the ISP Bureau of Identification along with the payment.

A copy of both cards, and the payment,--will-be made and placed in a "pending" file. The date that the cards were submitted will also be noted.

When the results of the check are received, notifications will be made to the Administrative Captain. If the record is clear the application will be approved and the finance department will be told to notify the applicant. If there is a criminal history revealed the Chief of Police will be consulted prior to application approval.

Blank cards will be kept in the booking room cabinet. Please notify records if the supply is low.