



SOLICITOR'S REGISTRATION FAQs

1. Where do I find the application for a Solicitor's Registration Permit?

- ☒ The application is available on the City's website at CityBIM.org, or is available at the City of Bloomington City Clerk Department, 109 E. Olive St. Bloomington. Our office hours are Monday - Friday, 8 a.m. to 5 p.m.

2. What do I need when I submit my application?

- ☒ Completed application (Do not leave anything blank; if something does not apply, please write N/A in the necessary field.)
- ☒ Valid, government issued ID
- ☒ \$10.00 non-refundable application fee

3. What happens once I turn in my application?

- ☒ When an application is received, it is reviewed by City Clerk Staff and submitted to the City Manager. When the application has been approved, the Clerk Department will create your permit and someone will contact you at the personal phone number or email you provided.
- ☒ The City Clerk Department will only contact you **one time** to inform you of your approval.

4. How long does it take for my application to be processed and ready for pick-up?

- ☒ Applications for a Solicitor's Permit can take up to five business days to process from the date of submission. Please note the date you submit your application.

5. Can I solicit while waiting for my application to be processed?

- ☒ No and unpermitted solicitors are subject to fines of up to \$500.00 per offense.

6. Who can pick up the approved permit?

- ☒ The applicant or the applicant's supervisor can pick up approved permits. Supervisors can only pick up an applicant's permit if such instruction is given by the applicant at the time the application is submitted.



7. When does my permit expire?

- Each permit is valid for six consecutive months from the date of approval. When your permit expires, you will need to submit a new application if you wish to continue soliciting.

8. What if I do not renew my registration after it expires?

- You are no longer permitted to solicit in the City of Bloomington.

9. What are the hours and contact information for the City Clerk Department?

- Monday - Friday, 8:00am - 5:00pm
- 309-434-2240
- cityclerk@cityblm.org