



APPLICATION FOR SOLICITOR'S PERMIT

DATE RECEIVED _____

Name of Company or Organization _____ Phone No. _____

Representative's Name _____ DOB _____

Address _____ E-mail _____

Place of Employment _____ Business No. _____

Driver's License No. _____ SSID _____

Type of Service/Products Solicited _____

Non-Profit, Charitable Organization: YES NO (please circle)

Are Solicitors being paid? YES NO (please circle)

IRS Certificate of Exemption Number _____

Date Permit Requested: From: _____ To: _____

Vehicle License Number(s) 1. _____ 2. _____ 3. _____

State _____

Make _____

Model Yr _____

Vehicle License Number(s) 4. _____ 5. _____ 6. _____

State _____

Make _____

Model Yr _____

Attach list of Solicitors, including: Name, Address, Date of Birth, Phone, Employer and Busines Phone.

Use reverse side of this sheet and additional sheets if needed. **ALL INFORMATION MUST BE COMPLETED BEFORE APPROVAL.**

Amount of User Fee: _____ PAID NOT PAID (please circle)

Approved _____ Approved _____
City Clerk Chief of Police

Disapproved _____ Disapproved _____
City Clerk Chief of Police

Subscribed and sworn to before me
this _____ day of _____
My Commission expires _____

Notary Public
Acting in the County of _____

PERMIT

This is to certify that _____
is registered with the City Clerk's Office and the Police Department to solicit within the
City of Portage from: Date _____ To _____

Erica L. Eklov, City Clerk



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
EAST LANSING



COL. PETER C. MUNOZ
DIRECTOR

Effective October 1, 2005, the Criminal Justice Information Center (CJIC) no longer processes mailed-in or faxed-in requests for name-only criminal history background checks. All background checks without fingerprints must be performed using the Internet Criminal History Access Tool (ICHAT) via the Internet. These are the same responses that previously were sent via the mail. Any requests received by mail or fax will be returned unprocessed. The steps to use ICHAT are outlined below:

STEP 1 – Register an account in ICHAT

To access ICHAT, go to: www.michigan.gov/ichat. To begin, click “Register”. Fill out the page completely, entering a working e-mail address and following all instructions, then click “Save”; ignore the (government/charitable) agency code field. Passwords must be between six and twelve characters and contain at least one letter, at least one number, and at least one special character (~`!@#\$\$%^&*()_~+=<>.,?/). You will receive an e-mail that will allow you to activate your ICHAT account. Register only once; for future access to ICHAT, you will click on the “Login” button and enter your e-mail address and password.

STEP 2 – Running searches in ICHAT

After logging into ICHAT, you will need to click on “Background Search”. You will need to enter the information of the individual being searched; then either click “Submit” or hit the ENTER key. A pop-up window will come up saying “Search in Progress”; when that is gone you will be back at the “Background Search” page. You may then perform another search or you may click on the “Checkout” button to pay for the searches. You will then need to enter your credit/debit card information; ICHAT accepts Visa, MasterCard, and Discover.

STEP 3 – Viewing search results in ICHAT

Click on “Search Results” on either the main page or the background search page or click on “View Responses” on order summary page. On the Search Results page, click on the “View Results” button for the individual searched and their criminal history background check response sheet will appear. You should print the response sheet out for your records; ICHAT will only keep the responses available for seven days after you run them, after that you will have to pay to access them again.

If you have questions, please contact the ICHAT help desk using the information below.

Ted Kilvington
ICHAT Coordinator
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MSP-CRD-ICHATHELP@michigan.gov