



**CITY OF CARBONDALE, ILLINOIS  
APPLICATION FOR  
TRANSIENT MERCHANT OR  
ITINERANT VENDOR LICENSE**

**Please print legibly or type**

**DEFINITIONS:**

- Transient Merchant: A person/business engaged temporarily in the retail sale of goods, wares or merchandise in this City and who, for the purpose of conducting such business, occupies any building, room, vehicle, structure of any kind, vacant lot or parcel of property.
- Itinerant Vendor: A person/business who transports tangible personal property for retail sale within the City who does not maintain in this City an established office, distribution house, sales house, warehouse, service enter or residence from which such business is conducted.

Name of Business \_\_\_\_\_

Street Address of Business \_\_\_\_\_

P.O. Box of Business \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ Business Fax (\_\_\_\_) \_\_\_\_\_

Location from which applicant intends to sell: \_\_\_\_\_

Date(s) of proposed sale: From \_\_\_\_\_ To \_\_\_\_\_

Nature of business proposed to be conducted. Include the type(s) of good to be sold and how those goods will be sold (out of a truck, from a stand, from a hotel room, etc.). BE SPECIFIC.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe vehicle to be used (if applicable):

Make & Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

List all licenses to conduct business as a Transient Merchant and/or Itinerant Vendor obtained within the State of Illinois within the last twelve (12) months: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever made a previous application for a Transient Merchant and/or Itinerant Vendor license in the City of Carbondale?  Yes  No If yes, was that license approved or denied?  Approved  Denied.  
Reason for denial: \_\_\_\_\_

BUSINESS OWNERSHIP INFORMATION

Name of Owner/President \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Drivers License # \_\_\_\_\_ State of Issuance \_\_\_\_\_

Please attach the following:

- Cash or certified check in the amount of \$100.00
- Surety bond issued by an insurance company having authority to do business in Illinois or a cash deposit equal to fifty percent (50%) of the wholesale value of the merchandise to be offered for sale. (Not less than \$1,000 nor more than \$10,000.)
- Notarized statement from the property owner authorizing you to sell from his/her property through December 31 of the current year.
- Illinois Retailer's Occupation Tax (Sales Tax) Certificate
- Complete Inventory of goods to be sold
- Jackson County Health Permit (if applicable)
- State or Federal Tax Identification Number (FEIN)
- The attached Seller Information Form must completed for the applicant whose signature appears below AND for every person who will be in contact with the public for the purpose of stocking, transporting, delivering and/or selling the goods, wares or merchandise. Additional forms may be obtained from the City Clerk's Office.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

This application and supporting documents may be sent to the City Clerk's Office, 200 S. Illinois Avenue, P. O. Box 2047, Carbondale IL 62902-2047. (Phone 618/457-3281)

## SELLER INFORMATION

The following information must be completed for every person who will be in contact with the public for the purpose of stocking, transporting, delivering and/or selling the goods, wares or merchandise. Any new individuals added after submission of this application must be submitted to the City Clerk's Office within 24 hours.

Name \_\_\_\_\_

HOME Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

LOCAL Address\* \_\_\_\_\_

\*Where you are staying while you are selling in the Carbondale area.

Home phone number \_\_\_\_\_ Local phone number \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Please list home address(es) for the past two years and the length of time you lived at each address:

- |          |                 |
|----------|-----------------|
| 1. _____ | How long? _____ |
| 2. _____ | How long? _____ |
| 3. _____ | How long? _____ |
| 4. _____ | How long? _____ |

Have you ever been convicted of a criminal offense or ordinance violation (other than a traffic violation) in any jurisdiction?  Yes  No If yes, please list each individual offense and/or violation, the date and the prosecuting jurisdiction. Attach additional page(s) if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CERTIFICATION

I, the undersigned, do hereby certify that to the best of my knowledge and belief the above information is true, correct and complete. I understand that failure to correctly and completely answer the above questions will be cause for denial of this license.

\_\_\_\_\_  
Signature of Seller

\_\_\_\_\_  
Date



## **CITY OF CARBONDALE, ILLINOIS INFORMATION ON OBTAINING A TRANSIENT MERCHANT - ITINERANT VENDOR LICENSE**

Attached is an application for a City of Carbondale Transient Merchant - Itinerant Vendor License. This license may be obtained by filing the attached application with the City Clerk's Office no less than 21 business days in advance of the proposed activity.

It is unlawful for any person, either as a principal or agent, to conduct business as a transient merchant or itinerant vendor in Carbondale without having obtained a license and complying with the requirements of the Retailers' Occupation Tax Act (35ILCS 120/1 et seq.) by obtaining a certificate of registration.

It shall be prima facie evidence in a court of law that a person is a transient merchant or itinerant vendor under the City Code if the person does not transact business from a fixed location or if the person does not own or lease for a term of at least six months, the property from which the business is conducted.

**LICENSE APPROVAL:** Any license issued pursuant to the Transient Merchant - Itinerant Vendor Code provisions shall expire on December 31 of the year it was issued. The license fee and all pertinent documentation must be submitted before the approval process is initiated. Within two business days of receipt of the application, the City Clerk will submit a request for a criminal history check and a copy of the application to the Finance Department (to determine if the applicant has an outstanding debt to the City). The responses will be returned to the City Clerk within 10 days. Upon receipt of the information, the City Clerk shall cause the license to be issued within five business days unless it is determined that the license must be denied.

**LICENSE DENIAL:** According to the Carbondale City Code, if any of the following factors have been committed, the application for the license *shall* be denied: (a) any material statements made in the application are false; (b) the applicant has been charged with or received a disposition of guilt either through supervision, probation or conviction for any offense involving theft, burglary, fraud, bribery or moral turpitude under the laws of any state within five years of the date of application; (c) the applicant or employer has had a previously-issued license under this or similar article revoked by Carbondale or any other city within the last five years; (d) the applicant or employer has been convicted of violating any provisions of this article within five years of this application; (d) the applicant has not secured a food and/or drink license, if required; or (f) the applicant has outstanding debt with the City. If a license is denied, the license fee is not refundable.

**LICENSE REVOCATION:** A transient merchant or itinerant vendor license shall be revoked if the licensee has violated any City Code provisions relative to the issuance of a transient merchant or itinerant vendor license, if the applicant has been charged with or received a disposition of guilt either through supervision, probation or conviction for any offense involving theft, burglary, fraud, bribery or moral turpitude under the laws of any state within five years of the date of application; has knowingly furnished false or misleading information or withheld relevant information on this application or in investigation into any such license; has engaged in fraud, misrepresentation or false statements in the course of carrying out his business as a transient merchant or itinerant vendor; has conducted his business in an unlawful manner or in such a manner as to constitute a breach of the peace or as to constitute a menace to the health, safety or general welfare of the public; or no longer has a valid licensee's bond as required. If a license is revoked, the license fee is not refundable.

**LICENSE DENIAL AND REVOCATION (CONTINUED)** If the license is denied or revoked, the City Clerk shall provide written notification of such denial or revocation to the applicant in person or by first class mail. Appeals are through the City Manager's Office and the decision of the City Manager is final. If a license or permit is denied or revoked, no transient merchant or itinerant vendor license shall be considered by the City for at least six months from the date of denial or revocation.

LICENSE MUST BE CARRIED UPON OR POSTED AT THE PLACE OF BUSINESS AT ALL TIMES. It is the duty of every transient merchant or itinerant vendor to exhibit their license and allow any information contained thereon to be documented when requested to do so by any law enforcement officer, any City official, or at the request of any citizen of this City.

TRANSFER: No license issued may be transferred, sold or assigned to another person or business.

FAILURE TO OBTAIN LICENSE: If a person makes retail sales as a transient merchant or itinerant vendor without having obtained a license pursuant to the City Code, the City may hold the inventory, truck or other personal property of the person until a license is obtained to conduct business as a transient merchant or itinerant vendor. If the property is held by the City for more than sixty days and the person whose property is being held has not obtained a license pursuant to City Code, the City may petition the Circuit Court for an order for the sale of the property being held. If judgment is in favor of the City, proceeds of the sale of the property, less reimbursement to the City for the reasonable expenses of storage and sale of the property, shall be returned to the owner of said property.

EXEMPTIONS FROM *FEE* REQUIREMENTS: (a) Persons selling goods, wares or merchandise which are raised or manufactured by him, including farmers, artisans or other persons wishing to sell farm products, orchard products or articles of their own make or labor, including milk, butter, chickens or other articles of their own make or ingenuity; (b) persons selling vegetables, fruit or perishable farm products which were grown, raised or produced by him at an established City market; (c) any person operating a stand or booth on or adjacent to property owned by him upon which he resides; (d) any person conducting sales of natural trees, wreaths or greenery during a holiday season; (e) any bona fide local charitable or civic organization that conducts sales of goods or merchandise for the purpose for which such charitable or civic organizations exist.

EXEMPTIONS FROM *LICENSE* REQUIREMENTS: (a) Youth organizations (i.e. boy scouts, girl scouts, organizations sponsored by elementary and/or secondary schools); (b) Sales, consumer shows or exhibitions of collectibles conducted or sponsored by governmental, civic, patriotic, fraternal, education, religious or benevolent organizations incorporated as not-for-profit by the State of Illinois; (c) garage and yard sales; (d) concessions at sporting events, concerts and performances which conducted by the person producing the event; (e) trade shows when listed on the sponsor's license application; (f) political solicitations and (g) deliveries of newspapers, fuel, dairy products, etc. to regular customers on established routes.



### DISCLOSURE AND RELEASE FORM

In connection with my application for employment (including contract for services or volunteer services) or tenancy with City of Carbondale, at 200 S. Illinois Avenue, Carbondale, IL, consumer reports will be requested. These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics, may be obtained.

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to make a request to the consumer reporting agency: **Background Screeners of America**, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; telephone (866) 570-4949 ("Agency"), upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: [www.backgroundscreenersofamerica.com](http://www.backgroundscreenersofamerica.com).

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

**California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.**

**Notice to California Applicants:**

You have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. You can have someone accompany you to the Agency's offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.

**Notice to New York Applicants:**

For consumers applying for work in New York: I acknowledge receiving a copy of Article 23-A of the New York Correction Law \_\_\_\_\_. (Initials)

**Search Requestor Copy**

I acknowledge I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

<b>NAME: First</b> _____		<b>Middle</b> _____	<b>Last</b> _____
<b>Social Security #</b> _____		<b>Date of Birth</b> _____	
<b>Email</b> _____			
<b>Current Address:</b>		<b>Previous Address:</b>	
Street 1 Apt or Unit # City ST Zip		Street 1 Apt or Unit # City ST Zip	
<b>Drivers Lic. #</b>		<b>State Issuing</b>	
<b>Alias Names Used:</b>			

**X** \_\_\_\_\_ DATE: \_\_\_\_\_  
APPLICANT SIGNATURE

**Search Requestor Copy**

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

**For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**Applicant Copy**



**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center –FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

**Applicant Copy**