



APPLICATION FOR SOLICITOR'S PERMIT

DATE RECEIVED \_\_\_\_\_

Name of Company/Organization \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Representative's Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Place of Employment \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_

Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

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 \_\_\_\_\_

\*Complete the list on the back side for any and all additional Solicitors.

\*\*Attach the Michigan iChat report(s) for each Solicitor listed. (See <https://apps.michigan.gov/Home>)

**ALL INFORMATION MUST BE PROVIDED BEFORE CONSIDERATION.**

Representative's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_

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

My Commission expires \_\_\_\_\_

Acting in the County of \_\_\_\_\_

City Clerk \_\_\_\_\_

Approved

Disapproved

Chief of Police \_\_\_\_\_

Approved

Disapproved

**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 \_\_\_\_\_

**Representative #2**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

**Representative #3**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

**Representative #4**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

**Representative #5**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

**Representative #6**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Business No. (\_\_\_\_) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SSID (last 4 digits) \_\_\_\_\_

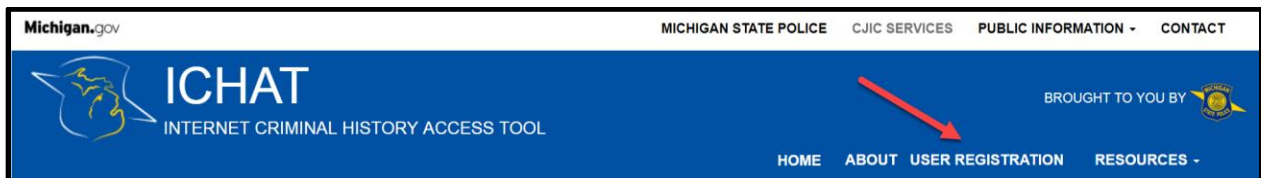


## How to register as a User in the new ICHAT system

- All users who want to be part of an agency or company account and/or all users who want their search and payment history stored will need to register in the new ICHAT system, regardless of registration in a previous version of the ICHAT system.
- Go to the website and click "Get Started" from the top menu.



- On the Log In page, click "User Registration" from the top menu.



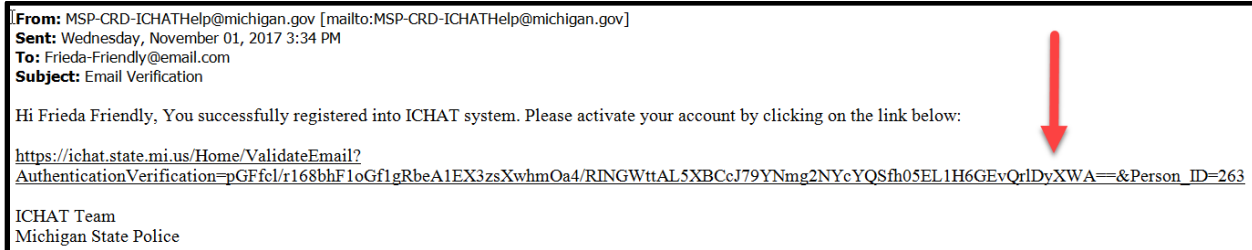
- On the "User Registration" page, provide the requested information. The following fields are required:
  - First and Last Name.
  - Email and Confirm Email.
  - Phone Number.
  - User ID, Password, and Confirm Password.
  - Answers to Security Questions.
- Click "Submit."

What is the name of your favorite football team?

Submit Cancel

 The image shows a form field with the question "What is the name of your favorite football team?". Below the question is a text input field with a lock icon on the left. At the bottom of the form are two buttons: a green "Submit" button and a blue "Cancel" button. A red arrow points from the "Submit" button up towards the input field.

- An email will be sent with a link to activate the account. Click on the link to be returned to the ICHAT system.



- Once the user account is activated, click “Home” from the top menu, and click “Log In.”
- On the Log In page, enter the chosen Username/Email and correlating password.
- Read the “Terms and Conditions” before clicking “I accept the Terms and Conditions of using ICHAT as a Registered User,” then click “Log In.”
- For questions or assistance, please contact the ICHAT Help Desk at 517-241-0606 or via email [MSP-CRD-ICHATHelp@Michigan.gov](mailto:MSP-CRD-ICHATHelp@Michigan.gov).