

Westchester, Illinois, Code of Ordinances >> Title 5 - BUSINESS LICENSES AND REGULATIONS
>> Chapter 5.52 - SOLICITORS >>

Chapter 5.52 - SOLICITORS ¹³¹

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5.52.010 - Findings and purpose.

- (1) It is hereby determined that:
- (a) Uninvited visits to private residential properties and privately owned businesses for the purposes of soliciting funds, goods, wares, merchandise or services by persons and organizations have been occurring and continue to occur within the village.
 - (b) Residents and business owners have complained that these activities are intrusive upon their privacy and disruptive to their daily activities.
 - (c) A variety of misrepresentations and other frauds are at times employed in such activities.
 - (d) Burglaries and attacks on persons in their homes have occurred by persons claiming to be solicitors.
 - (e) The village has a legitimate and substantial interest in promoting the public health, safety, welfare of its residents by preventing fraudulent or criminal activities which may result from unregulated solicitation.
 - (f) Noncommercial speech is entitled to broader protection under the First Amendment to the United States Constitution than commercial speech, affording the village a greater ability to regulate commercial speech than noncommercial speech.
 - (g) An effective way to promote and protect persons' safety and privacy is by reasonably limiting the hours of solicitation and requiring solicitors to obtain permits in a content-neutral manner. Allowing individuals to determine their level of comfort with privacy and whether or not they want to receive solicitation will promote the village's interest in promoting public safety and protecting individuals' privacy, while respecting solicitors' interests in effective distribution of information. A reasonable accommodation of these competing interests can be achieved by adoption of this chapter, which regulates the time, place and manner of solicitations.
- (2) Based on the findings described above, it is further found that there is a need for narrowly tailored reasonable, time, place and manner restrictions regarding soliciting within the village so as to accomplish the following, to the extent reasonably possible:
- (a) Provide for the safety of the public and property;
 - (b) Deter fraud and crime by determining the identity of solicitors by requiring solicitors to obtain a permit prior to soliciting within the village;
 - (c) Restrict the unreasonable interference with privacy by reasonably restricting the hours of solicitation activities;
 - (d) Prohibit the solicitation of occupants of property when the occupant has posted a sign prohibiting such activities; and
 - (e) Respect the solicitors' interests in effective distribution of information.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.020 - Definitions.

The following words, terms and phrases, when used in this chapter shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Applicant" means any person or entity that has filed an application for a commercial or noncommercial solicitation permit as hereinafter provided.

"Charitable organization" means (1) any benevolent, philanthropic, patriotic, or eleemosynary person or one purporting to be such which solicits and collects funds for charitable purposes and includes each local, county, or area division of such charitable organization, provided such local, county or area division has authority and discretion to disburse funds or property otherwise than by transfer to any parent organization; (2) a not-for-profit organization incorporated pursuant to 805 ILCS 110/0.01 & 805 ILCS 110/35; or (3) any other organization that has been granted tax-exempt status from the State of Illinois or the Internal Revenue Service pursuant to Section 501(c)(3) of the Internal Revenue Code.

"Charitable purpose" means any charitable, benevolent, philanthropic, patriotic, or eleemosynary purpose.

"Commercial solicitation" means solicitation which is not conducted for any charitable purpose or political purpose, or on behalf of any charitable organization, as those terms are defined herein.

"Noncommercial solicitation" means solicitation for a charitable purpose or political purpose, or on behalf of a charitable organization, as those terms are defined herein.

"Nonresidential premises" means and includes all buildings, structures, and units in the village occupied for nonresidential purposes.

"Political purpose" means any activity in support of bona-fide candidates for public office, or any matter related to the election, nomination, or performance of public officials, or issues presented to the electorate at any election.

"Residence" means and includes every separate living unit in the village occupied for residential purposes by one or more persons, contained within any type of building or structure.

"Solicit" means to engage in any acts of solicitation as defined herein.

"Solicitation" means the act of any person traveling by foot, vehicle or any other type of conveyance who goes from residence to residence, business to business, from place to place or in or along any highway, street or sidewalk within the village either: (1) requesting, either directly or indirectly, money, credit, funds, contributions, personal property or anything of value; (2) taking or attempting to take orders for the sale of any goods, wares, merchandise or services of any kind, or description for future delivery or for services to be performed in the future, in person or by the in-person distribution of flyers and leaflets; and (3) selling and making immediate delivery any goods, wares, merchandise or services of any kind or description, commonly referred to as "peddling".

"Solicitation" shall not include the following so long as the person is not requesting, either directly or indirectly, money, credit, funds, contributions, personal property or anything of value: (1) A person communicating or otherwise conveying ideas, views or beliefs or otherwise disseminating oral or written information to a person willing to directly receive such information, provided that such information is of a political, religious or charitable nature; (2) A person seeking to influence the personal belief of the occupant of any residence or business in regard to any political or religious matter; (3) A person seeking to obtain, from an occupant of any residence or business, an indication of the occupant's belief in regard to any political or religious matter; (4) A person conducting a poll, survey or petition drive in regard to any political matter; and (5) A person carrying, conveying, delivering or transporting dairy products, newspapers or other goods to regular customers on established routes or to the premises of any person who had previously ordered such products or goods and is entitled to receive the same. Solicitation shall also not include seeking or obtaining nominal contributions such as gifts, food, candy or contributions of money as is customarily and commonly known as "trick-or-treat" in the celebration of Halloween day.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.030 - Administration.

- (1) The village manager shall have the following powers and duties, which shall at all times be performed without consideration of the content or viewpoint of the information being distributed by a solicitor:
 - (a)

To administer and rule upon the applications for, and the issuance, renewal, suspension, denial and revocation of permits as set forth in this chapter.

- (b) To take such further actions as the village manager shall deem necessary to carry out the purposes and intent of this chapter and to exercise such additional powers in furtherance thereof as are implied or incident to those powers and duties expressly set forth in this chapter.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.040 - Solicitation permits.

- (1) Solicitation Permit Required. A commercial or non-commercial solicitation permit shall be required to solicit within the village.
- (2) Solicitation Without Permit Prohibited. It shall be unlawful for any person not in possession of a current and valid commercial or non-commercial solicitation permit to solicit within the village at any time after the effective date of this chapter.
- (3) Solicitation Without Permit Displayed. It shall be unlawful for any person to solicit within the village at any time that a current and valid commercial or non-commercial solicitation permit is not displayed in plain view on the person who is soliciting after the effective date of this chapter.
- (4) Solicitation in Violation of Permit Prohibited. It shall be unlawful for any holder of a commercial or non-commercial solicitation permit to solicit except in the manner authorized by, and in compliance with, the provisions of this chapter.
- (5) Assignment or Transfer of Permit Prohibited. It shall be unlawful for any holder of a commercial or non-commercial solicitation permit to assign or transfer a commercial or non-commercial solicitation permit.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.050 - Solicitation restrictions.

- (1) It shall be unlawful for any person to go in or upon, ring the bell, knock on the door of or attempt to gain admission to any residence, dwelling, apartment or nonresidential premises which is posted with a sticker or sign bearing the words "No Trespassing," "No Peddlers," "No Solicitors," or any other similar notice indicating in any manner that the occupants of such residence or nonresidential premises desire not to be disturbed or to have their rights of privacy disturbed for the purpose of soliciting, or for the purpose of engaging in any of the activities described in Section 5.52.060 hereinafter, unless such occupant has specifically requested or invited such solicitation. For convenience, the village manager may make available to village residents stickers or weatherproof cards bearing notice of the type herein described for posting on or near the main entrance door to any residence or nonresidential premises.
- (2) It shall be unlawful for any person to go in or upon, ring the bell, knock on the door of or attempt to gain admission to any residence, dwelling, apartment or nonresidential premises for the purpose of conducting solicitation at any time before 8:00 a.m. and after 9:00 p.m. on any day, unless such person has been requested or invited by the owner or adult occupant of the premises to be thereupon for such purposes.
- (3) It shall be unlawful for any person conducting solicitation at any residence or nonresidential premises to fail to leave, and to fail to cease conducting solicitation at, such residence or nonresidential premises immediately upon receiving, from any person present at such residence or nonresidential premises, a request to leave or cease conducting solicitation.
- (4) It shall be unlawful for any person to conduct solicitation in or on any sidewalk or other public property, way or place in a manner that completely or substantially impedes the flow of pedestrian or vehicular traffic in, on or around such sidewalk or public property, way or place. No person conducting solicitation shall have the exclusive right to any sidewalk or other public property, way or place, nor to establish a permanent stationary location for such solicitation.
- (5) It shall be unlawful for any person to conduct solicitation of employment, business, contributions or sales of any kind or collect money for such from the occupant of any vehicle traveling upon any street or highway when:
 - (a) The solicitation or collection causes the person performing the activity to enter onto the traveled portion of a street or highway; or
 - (b) The solicitation or collection involves the person performing the activity to be located upon any median area which separates traffic lanes for vehicular travel in opposite directions; or
 - (c) The person performing the activity is located such that vehicles cannot move into a legal parking area to safely conduct the transaction.

For purposes of this section, the traveled portion of the street or highway shall mean that portion of the road normally used by moving motor vehicle traffic.

- (6) A violation of this section is hereby defined to be a public nuisance.
(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.060 - Additional restrictions.

It shall be unlawful for any person to engage in any of the following activities, so long as the person is not requesting, either directly or indirectly, money, credit, funds, contributions, personal property or anything of value, at any time before 8:00 a.m. and after 9:00 p.m., on any day:

- (1) Communicating or otherwise conveying ideas, views or beliefs or otherwise disseminating oral or written information to a person willing to directly receive such information, provided that such information is of a political, religious or charitable nature;
- (2) A person seeking to influence the personal belief of the occupant of any residence or business in regard to any political or religious matter;
- (3) A person seeking to obtain, from an occupant of any residence or business, an indication of the occupant's belief in regard to any political or religious matter; and
- (4) A person conducting a poll, survey or petition drive in regard to any political matter.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.070 - Commercial solicitation permit.

- (1) Applications for a commercial solicitation permit shall be made on forms provided by the village manager. The applications shall be provided by the village manager immediately upon request. The applicant shall verify under oath or other similar affirmation that the statements made by the applicant in the application are true, complete and accurate. The application shall contain the following:
 - (a) The applicant's name and current residence address, and the applicant's business address, if other than residence address;
 - (b) The applicant's Social Security Number and the applicant's driver's license number or other official form of identification, if any;
 - (c) A current photograph of the applicant;
 - (d) A brief physical description of the applicant, including height, weight, and hair and eye color;
 - (e) The name and address of the applicant's current employer or person or entity on whose behalf the applicant is conducting commercial solicitation;
 - (f) A brief description of the subject matter of the applicant's solicitation;
 - (g) The dates for which the applicant seeks a commercial solicitation permit, and the specific dates upon which the applicant will solicit;
 - (h) Information regarding the use or revocation of prior commercial solicitation permits issued to the applicant by the village, if any, including the date, or approximate date, of the last previous application for a commercial solicitation permit from the village, if any;
 - (i) Information regarding prior or current violations, if any, by the applicant of any of the provisions of this chapter, or the solicitation regulations of any other local, state, or federal government; and
 - (j) Information regarding any prior conviction of the applicant of a felony under the laws of the state of Illinois, any other state, or the United States.
- (2) If, during the pendency of any application for, or during the term of any commercial solicitation permit there is any change in any material information given in the application for such permit, the applicant shall promptly notify the village manager in writing of such change.
- (3) Within five business days of receipt of an application for a commercial solicitation permit, the village manager shall grant the application and issue the permit provided that the applicable requirements contained in Section 5.52.080 are satisfied. If the requirements contained in Section 5.52.080 are not satisfied, the village manager shall, within five business days of receipt of the application for a permit, deny the application and state the reasons in writing for such denial. If the village manager fails, within five business days of receipt of the application for a permit, to act on the application, then, provided that the permit fee has been paid, the application shall be considered granted. The village manager shall cause to be kept in the village records an accurate record of every commercial solicitation permit application received and acted upon together with all other information and data pertaining thereto, including commercial solicitation permits issued or denied under the provisions of this section.
- (5) A commercial solicitation permit shall expire on December 31 of the year of its issuance.
- (6) A commercial solicitation permit may be renewed by the applicant by reaffirming that the information in the prior application remains true, complete and accurate, or by submitting in a new application,

with any information that has changed from the prior application, and provided that the applicable requirements contained in Section 5.52.080 are satisfied.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.080 - Commercial solicitation permit requirements.

- (1) A commercial solicitation permit shall be subject to, and granted upon, the following conditions, restrictions and requirements:
- (a) The material statements made in the application are true;
 - (b) The applicant has not been convicted of a felony under the laws of the state of Illinois, any other state or the United States within five years of the date of the application;
 - (c) The applicant has not had a previously issued commercial solicitation permit revoked by the village within five years of the date of the application;
 - (d) The applicant has not been convicted of violating any provisions of this chapter within five years of the date of the application;
 - (e) The application is accompanied by a current photograph of the applicant; and
 - (f) The applicant has paid the commercial solicitation permit fee.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.090 - Non-commercial solicitation permit.

- (1) Applications for a non-commercial solicitation permit shall be made on forms provided by the village manager. The applications shall be provided by the village manager immediately upon request. The applicant shall verify under oath or other similar affirmation that the statements made by the applicant in the application are true, complete and accurate. The application shall contain the following:
- (a) The applicant's name and current residence address;
 - (b) The applicant's Social Security Number and the applicant's driver's license number or other official form of identification, if any;
 - (c) A current photograph of the applicant;
 - (d) A brief physical description of the applicant, including height, weight, and hair and eye color;
 - (e) The dates for which the applicant seeks a commercial solicitation permit;
 - (f) Information regarding the revocation of prior non-commercial solicitation permits issued to the applicant by the village, if any;
 - (g) Information regarding prior or current violations, if any, by the applicant of any of the provisions of this chapter, or the solicitation regulations of any other local, state, or federal government;
 - (h) Information regarding any prior conviction of the applicant of a felony under the laws of the state of Illinois, any other state, or the United States;
 - (i) The name of the organization the applicant represents, if any, and the name or names of the organization on behalf of which the applicant intends to solicit contributions;
 - (j) The name and address of the organization's registered agent for service in Illinois and in the state in which the organization was legally established;
 - (k) The principal address of the organization the applicant represents, if any, and the address of its principal office in Illinois, if different. If the organization does not maintain a principal office, the name and address of the location where the records of the organization are maintained;
 - (l) The charitable purpose of the organization and evidence of its tax exempt status;
 - (m) The dates for which the applicant seeks a non-commercial solicitation permit, and the specific dates upon which the applicant will solicit.
- (2) If, during the pendency of any application for, or during the term of, any non-commercial solicitation permit there is any change in any material information given in the application for such permit, the applicant shall promptly notify the village manager in writing of such change.
- (3) Within five business days of receipt of an application for a non-commercial solicitation permit, the village manager shall grant the application and issue the permit provided that the applicable requirements contained in Section 5.52.100 are satisfied. If the requirements contained in Section 5.52.100 are not satisfied, the village manager shall, within five business days of receipt of the application for a permit, deny the application and state the reasons in writing for such denial. If the village manager fails, within five business days of receipt of the application for a permit, to act on the application, then, provided that the permit fee has been paid, the application shall be considered granted. The village manager shall cause to be kept in the village records an accurate record of every non-commercial solicitation permit application received and acted upon, together with all other information and data pertaining thereto, including non-commercial solicitation permits issued or denied under the provisions of this section.

- (4) There shall be no permit fee for a non-commercial solicitation permit.
- (5) A non-commercial solicitation permit shall expire on December 31 of the year of its issuance.
- (6) A non-commercial solicitation permit may be renewed by the applicant by reaffirming in writing that the information in the prior application remains true, complete and accurate, or by submitting, in a new application, with any information that has changed from the prior application, and provided that the applicable requirements contained in Section 5.52.100 are satisfied.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.100 - Non-commercial solicitation permit requirements.

- (1) A non-commercial solicitation permit shall be subject to, and granted upon, the following conditions, restrictions and requirements:
 - (a) The material statements made in the application are true;
 - (b) The applicant has not been convicted of a felony under the laws of the state of Illinois, any other state, or the United States within five years of the date of the application;
 - (c) The applicant has not had a previously issued non-commercial solicitation permit revoked by the village within five years of the date of the application;
 - (d) The applicant has not been convicted of violating any provisions of this chapter within five years of the date of the application;
 - (e) The application is accompanied by a current photograph of the applicant; and
 - (g) The solicitation will be conducted for a charitable purpose.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.110 - Revocation of permits.

The village manager shall revoke any permit issued under the provisions of this chapter after a finding that any of the following causes exists:

- (1) Fraud, misrepresentation or any false statement contained in the application for a permit;
- (2) Failure, following thirty days after the expiration of any appeal rights, to pay any penalty assessed under this chapter;
- (3) Violation of any term of the permit granted to the holder of a permit;
- (4) Violation of any provision of this chapter.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.120 - Appeal of decisions of the village manager.

Any decision of the village manager under this chapter shall be appealable. Any person aggrieved by a decision of the village manager shall have the right to appeal the decision to the village president, provided that the applicant files a written notice of appeal, including a statement of the grounds of appeal, with the village president within fifteen calendar days after notice of the decision of the village manager. The village president shall set a hearing on the appeal within ten calendar days after receipt of the written notice of appeal and notice of the time and place shall be given to the aggrieved party. The village president shall have the power to reverse, affirm or modify the decision of the village manager. In making his/her determination, the village president shall only consider the standards set forth in this chapter. The village president's decision shall be rendered the same day as the hearing. The failure of the village president to set or conduct a hearing in accordance with the requirements of this section shall be considered a denial of the appeal.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.130 - Penalties.

Any person or entity who shall be guilty of a violation of any of the provisions of this chapter shall be subject to a fine of not less than seventy-five dollars and not more than seven hundred fifty dollars. A separate offense shall be deemed committed for every day a violation continues. The provisions of this section shall not limit any other remedies authorized by law.

(Ord. No. 2010-1873, § 1, 9-14-2010)

5.52.140 - Severability.

If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this chapter.

(Ord. No. 2010-1873, § 1, 9-14-2010)

FOOTNOTE(S):

⁽³⁾ *Editor's note— Ord. No. 2010-1873, § 1, adopted Sept. 14, 2010, amended the former Ch. 5.52, §§ 5.52.010--5.52.080, and enacted a new Ch. 5.52 as set out herein. The former Ch. 5.52 pertained to similar subject matter. For complete derivation see the Code Comparative Table and Disposition List at the end of this volume. [\(Back\)](#)*

VILLAGE OF WESTCHESTER
APPLICATION FOR SOLICITOR'S PERMIT

Date: _____

1. Village of Westchester Ord. 2010-1873 5.52.050 – Solicitation Restrictions

- (1) It shall be unlawful for any person to go in or upon, ring the bell, knock on the door of or attempt to gain admission to any residence, dwelling, apartment or nonresidential premises which is posted with a sticker or sign bearing the words "No Trespassing," "No Peddlers," "No Solicitors," or any other similar notice indicating in any manner that the occupants of such residence or nonresidential premises desire not to be disturbed or to have their rights of privacy disturbed for the purpose of soliciting, or for the purpose of engaging in any of the activities described in Section 5.52.060 hereinafter, unless such occupant has specifically requested or invited such solicitation. For convenience, the Village Manager may make available to Village residents stickers or weatherproof cards bearing notice of the type herein described for posting on or near the main entrance door to any residence or nonresidential premises.
- (2) It shall be unlawful for any person to go in or upon, ring the bell, knock on the door of or attempt to gain admission to any residence, dwelling, apartment or nonresidential premises for the purpose of conducting solicitation at any time before 8:00 a.m. and after 9:00 p.m. on any day, unless such person has been requested or invited by the owner or adult occupant of the premises to be thereupon for such purposes.
- (3) It shall be unlawful for any person conducting solicitation at any residence or nonresidential premises to fail to leave, and to fail to cease conducting solicitation at, such residence or nonresidential premises immediately upon receiving, from any person present at such residence or nonresidential premises, a request to leave or cease conducting solicitation.
- (4) It shall be unlawful for any person to conduct solicitation in or on any sidewalk or other public property, way or place in a manner that completely or substantially impedes the flow of pedestrian or vehicular traffic in, on or around such sidewalk or public property, way or place. No person conducting solicitation shall have the exclusive right to any sidewalk or other public property, way or place, nor to establish a permanent stationary location for such solicitation.

(5) It shall be unlawful for any person to conduct solicitation of employment, business, contributions or sales of any kind or collect money for such from the occupant of any vehicle traveling upon any street or highway when:

(a) The solicitation or collection causes the person performing the activity to enter onto the traveled portion of a street or highway; or

(b) The solicitation or collection involves the person performing the activity to be located upon any median area which separates traffic lanes for vehicular travel in opposite directions; or

(c) The person performing the activity is located such that vehicles cannot move into a legal parking area to safely conduct the transaction.

For purposes of this Section, the traveled portion of the street or highway shall mean that portion of the road normally used by moving motor vehicle traffic.

A violation of this Section is hereby defined to be a public nuisance.

A copy of Westchester Ordinance No. 2010-1873 (Solicitors Ordinance) is attached

A copy of Illinois Vehicle Code (625 ILCS 5/) Illinois Vehicle Code SE. 11-1006 is attached

2. Date(s) and Time(s) requested for solicitation Permit.

3. Applicant Information:

Name _____ Birth Date _____

Address _____ City _____ State Zip Code _____

Telephone Number _____ Fax Number _____

Length of Residency at above address Telephone Number: _____

Driver's License Number _____ State _____ Social Security Number _____

4. Physical Description of Applicant:

Age _____ Sex _____ Ft. _____ Inches _____
Height _____

Color of Hair _____

Color of Eyes _____

Complexion _____

Distinguishing Marks or Scars (if any) _____

5. Name of Company, Corporation, or Association represented by applicant:

Name _____

Address _____

Telephone Number _____

City _____

State _____

Zip _____

Length of time employed or representing company: _____

Is company a tax exempt or non-profit company?: _____

(You must be registered with the Attorney General of the State of Illinois and provide the Village with a copy of your certificate as verification of tax exempt status.)

6. Retailer's Occupation Tax Number: _____

7. Name and address of person who will be in charge of conducting the solicitation in Westchester:

Name _____

Date of Birth _____

Address _____

City _____

State Zip _____

Driver's License and/or SSN DL State _____

8. Name and address of all persons who will be soliciting in the Village of Westchester under this permit, if granted (attach additional pages, if necessary):

a) _____
Name

_____ Date of Birth

_____ Address

_____ City

_____ State Zip

Driver's License and/or SSN DL State _____

b) _____
Name

_____ Date of Birth

_____ Address

_____ City

_____ State Zip

Driver's License and/or SSN DL State _____

c) _____
Name

_____ Date of Birth

Address _____ City _____ State Zip _____

Driver's License and/or SSN DL State _____

d) _____
Name _____ Date of Birth _____

Address _____ City _____ State Zip _____

Driver's License and/or SSN DL State _____

9. Please answer the following questions:

Has solicitor's permit issued to you ever been suspended, revoked, or denied? If yes, by whom? Explain.

Have you ever been convicted of a felony?: _____ If

yes, for what? Explain

10. I Affirm that the above statements are true and that the solicitation will adhere to the above statements. I further affirm that if a permit is granted, it will not be used or represented in any way as an endorsement by the Village of Westchester or any Department or Officer thereof.

Signature _____

Date _____

Title _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF , _____

Notary Public _____

Date my Commission Expires _____

.....
.....**Official Village Use Only**.....
.....

Comments: _____

APPLICATION STATUS: _____ **APPROVED** _____ **DENIED**

Signature of Authorized Person

Date

Title

Reason for Denial (if Applicable): _____

