

## **Registration of Individual Solicitors**

**Dear Applicant:**

**The attached Solicitor application must be completed prior to receiving authorization to solicit door to door within the Elk Grove Village residential areas.**

**The issuance of a Solicitor Permit is conditional upon compliance with all Village ordinances and the result of a background investigation into your character and background. All information on the application must be answered completely and legibly. Any false statement or omission of information will be cause for solicitor permit suspension, revocation or grounds for the Village to refuse to issue the permit.**

**Application for a permit must be submitted in person. Your current Driver's License and Identification badge must be presented at that time. A copy of same will be kept on file in the Village Clerk's Office.**

**A copy of any pamphlets or advertising material you distribute when soliciting must also be submitted with your application.**

**Your signature on the application certifies that the information you have provided is true and accurate.**

**Registered Solicitors shall be allowed to conduct solicitation activities between the hours of 9:00 a.m. and 8:00 p.m. Monday through Saturday. No soliciting is permitted on Sundays or legal holidays.**

**No person shall engage in business as a solicitor if a "No Soliciting" notice is exhibited by a residence or business.**

**A copy of the Village Code as it pertains to Solicitor regulations is attached for your information.**

**Please contact the Village Clerk's Office on the third business day following submission of your application to confirm if you have been approved.**

**Village Clerk's Office  
901 Wellington Avenue  
847-357-4040/4041**

**ELK GROVE VILLAGE SOLICITOR REGISTRATION**  
**ALL INFORMATION MUST BE COMPLETED FOR THIS REGISTRATION TO BE ACCEPTED**

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**PERSONAL INFORMATION**

Name \_\_\_\_\_  
Last First MI

Home Address \_\_\_\_\_ How long at this address? \_\_\_\_\_  
City State Zip

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Employer Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Drivers Lic. # \_\_\_\_\_ State \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Ht. \_\_\_\_\_ Wt. \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_

Vehicle Information: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. Plate No. \_\_\_\_\_ State \_\_\_\_\_

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**TEMPORARY RESIDENCE INFORMATION**

Where are you currently residing? House  Hotel/Motel  Apartment

Address \_\_\_\_\_  
City State Zip Apt. No. Name of Hotel/Motel & Room No. Phone No. of Hotel/Motel

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**EMPLOYER**

Name \_\_\_\_\_ Employer Phone \_\_\_\_\_

Employer Address \_\_\_\_\_  
City State Zip

How long have you been with this employer? \_\_\_\_\_ Crew Manager's Name \_\_\_\_\_

Crew Manager's Address \_\_\_\_\_ Crew Manager's Phone \_\_\_\_\_

Vehicle Information: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic. Plate No. \_\_\_\_\_ State \_\_\_\_\_

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**SOLICITOR INFORMATION**

What is the date you last applied for a permit under this Ordinance? \_\_\_\_\_ Has certificate ever been revoked? Yes  No

If yes, where and when? \_\_\_\_\_ List cities you have previously solicited in \_\_\_\_\_

Do you represent a charitable or non-profit organization Yes  No  Name of organization \_\_\_\_\_

Are you registered as such with the State of Illinois as required by State Law? Yes  No

Will you solicit information Yes  No  If yes, what type? \_\_\_\_\_

Sales and/or orders? Yes  No  If yes, describe your product and name of manufacturer \_\_\_\_\_  
Do you collect a deposit? Yes  No

Will you solicit in the residential area? Yes  No  Will you solicit in the industrial area? Yes  No

For what period of time do you expect to be working in Elk Grove Village? \_\_\_\_\_

Are you familiar with the ordinances of this Village regarding solicitors? Yes  No

Have you ever been convicted of a felony under the law of the State of Illinois or any other State or Federal law of the US? Yes  No

Have you ever violated any Ordinances of Elk Grove Village? Yes  No  If yes, give details \_\_\_\_\_

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I swear that the above statements and information are true. I hereby authorize Elk Grove Village to make such investigation as is necessary to verify the accuracy of the information on this application.

Telephone No. (847) 357-4040  
FAX (847) 357-4008

[www.elkgrove.org](http://www.elkgrove.org)

VC/Forms/SolicitorRegForm.7-2009 Revised 7-14-2009

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

\_\_\_\_\_  
Date

## CHAPTER 9

## PEDDLERS AND SOLICITORS

## ARTICLE B. SOLICITORS

## SECTION:

- 3-9B- 1: Definitions
- 3-9B- 2: Certificate Of Registration  
Required
- 3-9B- 3: Application For Certificate
- 3-9B- 4: Restrictions On Issuance Of  
Certificate
- 3-9B- 5: Denial Or Issuance Of  
Certificate; Contents
- 3-9B- 6: Village Policy On Soliciting
- 3-9B- 7: Duty Of Solicitors
- 3-9B- 8: Uninvited Soliciting Prohibited
- 3-9B- 9: Time Limit On Soliciting
- 3-9B-10: Revocation Of Certificate
- 3-9B-11: On Street Solicitation
- 3-9B-12: Halloween Solicitation

3-9B-1: **DEFINITIONS:** When used in this article, the following words and terms mean and include those definitions ascribed to them in this section:

**REGISTERED SOLICITOR:** Any person who has obtained a valid certificate of registration as hereinafter provided and which certificate is in the possession of the solicitor on his or her person while engaged in soliciting.

**RESIDENCE:** Every separate living unit occupied for residential purposes by one or more persons contained within any type of building or structure.

**SOLICITING:** Any one or more of the following activities:

- A. Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuff, services of any kind, character or description whatever, for any kind of consideration whatever; or
- B. Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or character; or
- C. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication; or
- D. Seeking to obtain gifts or contributions of money, clothing or any other valuable thing for the support or benefit of any charitable or nonprofit association, organization, corporation or project. (Ord. 932, 5-14-1974)

3-9B-2: **CERTIFICATE OF REGISTRATION REQUIRED:** Every person desiring to engage in "soliciting", as herein defined, from persons or residences within this municipality, is hereby required to make written application for a certificate of registration as hereinafter provided. (Ord. 932, 5-14-1974)

**3-9B-3: APPLICATION FOR CERTIFICATE:** Application for a certificate of registration shall be made upon a form provided by the village clerk and filed with such clerk. The applicant shall truthfully state in full the information requested on the application, as follows:

- A. Name and address of present place of residence and length of residence at such address; also business address if other than residence address; also social security number;
- B. Age of applicant and marital status, and if married, the name of spouse;
- C. Physical description of the applicant;
- D. Name and address of the person, firm or corporation or association whom the applicant is employed by or represents, and the length of time of such employment or representation;
- E. Description sufficient for identification of the subject matter of the soliciting which the applicant will engage in;
- F. Period of time for which the certificate is applied;
- G. The date, or approximate date, of the latest previous application for certificate under this article, if any;
- H. Has a certificate of registration issued to the applicant under this article ever been revoked;
- I. Has the applicant ever been convicted of a violation of any of the provisions of this article or the ordinance of any other Illinois municipality regulating soliciting;

J. Has the applicant ever been convicted of the commission of a felony under the laws of the state of Illinois or any other state or federal law of the United States;

K. Also, such additional information as the chief of police may deem necessary to process the application. All statements made by the applicant upon the application or in connection therewith shall be under oath.

The village clerk shall cause to be kept in the office of the village clerk an accurate record of every application received and acted upon together with all other information and data pertaining thereto and all certificates of registration issued under the provisions of this article and of the denial of applications. Applications for certificates shall be numbered in consecutive order as filed, and every certificate issued and any renewal thereof shall be identified with the duplicate number of the application upon which it was issued. (Ord. 932, 5-14-1974; amd. Ord. 1270, 1-23-1979; Ord. 2285, 1-26-1993)

**3-9B-4: RESTRICTIONS ON ISSUANCE OF CERTIFICATE:** No certificate of registration shall be issued to any person who has been convicted of the commission of a felony under the laws of the state of Illinois or any other state or federal law of the United States within five (5) years of the date of the application, nor to any person who has been convicted of a violation of any of the provisions of this article, nor to any person whose certificate of registration issued hereunder has previously been revoked as herein provided. (Ord. 932, 5-14-1974)

**3-9B-5: DENIAL OR ISSUANCE OF CERTIFICATE; CONTENTS:**

The village clerk, after consideration of the application and all the information obtained relative thereto, shall deny the application if the applicant does not possess the qualifications for such certificate as herein required and that the issuance of a certificate of registration to the applicant would not be in accord with the intent and purpose of this article. Endorsement shall be made by the chief of police upon the application of the denial of the application. When the applicant is found to be fully qualified, the certificate of registration shall be issued forthwith.

The certificate of registration shall state the expiration date thereof. (Ord. 932, 5-14-1974)

**3-9B-6: VILLAGE POLICY ON SOLICITING:** Every person desiring to secure the protection intended to be provided by the regulations pertaining to soliciting contained in this article shall comply with the following directions:

Notice of the determination by the occupant or owner to refuse invitation to solicitors to any residence shall be exhibited upon or near the main entrance door to the residence containing applicable wording, such as "No Solicitors Invited".

Such notice shall be of a weatherproof construction with letters at least one-third inch ( $\frac{1}{3}$ " ) in height on sharply contrasted background and provided at the occupant's or owner's expense.

Such notice so exhibited shall constitute sufficient warning to any solicitor that further invasion of the property will constitute a trespass in accordance with the provisions of this code<sup>1</sup>. (Ord. 932, 5-14-1974)

<sup>1</sup>. See section 6-6-2-2 of this code.

**3-9B-7: DUTY OF SOLICITORS:** It shall be the duty of every solicitor, upon going onto any premises in the municipality to first examine if notice provided for in section 3-9B-6 of this article is attached and to be governed by the statement contained on such notice. If the notice states "No Solicitors Invited" or words to that effect, then the solicitor, whether registered or not, shall immediately and peacefully depart from the premises. Any solicitor who has gained entrance to any residence or business, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant. (Ord. 2672, 12-15-1998)

**3-9B-8: UNINVITED SOLICITING PROHIBITED:** It is hereby declared to be unlawful and shall constitute a nuisance for any person to go upon any premises and ring the doorbell upon or near any door or create any sound in any other manner calculated to attract the attention of the occupant of such residence for the purpose of securing an audience with the occupant thereof and engage in "soliciting" as herein defined in defiance of the notice exhibited at the residence in accordance with the provisions of section 3-9B-6 of this article. (Ord. 932, 5-14-1974)

**3-9B-9: TIME LIMIT ON SOLICITING:** It is hereby declared to be unlawful and, therefore, unlawful for any person, whether registered under this article or not, to go upon any premises and ring the doorbell upon or near any door of a residence located thereon or rap or knock upon any door or create any sound in any other manner calculated to attract the attention of the occupant of such residence for the purpose of securing an audience with the occupant thereof and engage in "soliciting" as herein defined prior to nine o'clock

(9:00) A.M. or after eight o'clock (8:00) P.M. of any weekday, Monday through Saturday, or at any time on a Sunday or on a state or national holiday. (Ord. 1451, 4-14-1981)

**3-9B-10: REVOCATION OF CERTIFICATE:** Any certificate of registration issued hereunder shall be revoked by the village clerk if the holder of the certificate is convicted of a violation of any of the provisions of this article or has made a false material statement in the application, or otherwise becomes disqualified for the issuance of a certificate of registration under the terms of this article. Immediately upon such revocation, written notice thereof shall be given by the village clerk to the holder of the certificate in person or by certified U.S. mail addressed to his or her residence address set forth in the application.

Immediately upon the giving of such notice, the certificate of registration shall become null and void. (Ord. 932, 5-14-1974)

**3-9B-11: ON STREET SOLICITATION:**

- A. **Permit Required:** It shall be unlawful for any person to publicly solicit, either in person or by agent, upon the streets or other public places in the village without having first secured a permit therefor.
- B. **Application For Permit:** Application for a solicitor's permit shall be made to the village clerk and shall set forth the full name and address of the applicant or applicants, the day or days requested for such permit and such other information which the village clerk shall deem necessary. No date will be

reserved for solicitation until all required documentation has been submitted to the village clerk.

**C. Regulations For On Street Solicitation:**

1. Solicitation on roadways within the village shall be allowed only at intersections where all traffic is required to come to a full stop.

2. Solicitation shall comply with the following regulations:

a. The soliciting agency shall be registered with the attorney general as a charitable organization as provided by "an act to regulate solicitation and collection of funds for charitable purposes, providing for violations thereof, and making an appropriation therefor".

b. The soliciting agency shall be engaged in a statewide fundraising activity. "Statewide fundraising activity" shall mean fundraising throughout the state of Illinois which occurs on the same day or days.

c. Any person engaged in the act of solicitation shall be sixteen (16) years of age or more and shall be wearing a high visibility vest.

3. No permit shall be issued to more than one person or agency on any given day or days, nor shall any permit be issued for more than three (3) consecutive days.

4. No permit shall be issued to any person or agency more than four (4) days total within one calendar year.

5. No solicitation shall be permitted between the hours of:

7:00 P.M. and 6:00 A.M. from May 1 through September 30 and

5:00 P.M. and 7:00 A.M. from October 1 through April 30.

- D. Insurance Required: Prior to the issuance of a solicitation permit, the applicant shall provide the village clerk with a certificate of insurance issued by an insurance company licensed to do business in the state of Illinois indicating that the insurance company will insure the solicitor and the business or organization represented by the solicitor against any injury to any person or property during the solicitation. Such certificate of insurance shall name the village as an additional party insured and provide, at a minimum, the following coverage:

1. Personal injury coverage of five hundred thousand dollars (\$500,000.00) per person and one million dollars (\$1,000,000.00) per occurrence.

2. Property damage coverage of one hundred thousand dollars (\$100,000.00).

- E. Penalty: In addition to any penalties provided by state statute, any person, firm or corporation violating any of the provisions of this section shall be subject to a fine of not less than twenty five dollars (\$25.00) nor more than five hundred dollars (\$500.00) for each offense, and a separate offense shall be deemed committed on each day on which a violation occurs or continues to exist. (Ord. 3071, 2-14-2006)

### 3-9B-12: HALLOWEEN SOLICITATION:

- A. Definition: For the purpose of this section, "solicitation" shall mean seeking or obtaining gifts, food, candy or contributions of money, as is customary in the celebration of Halloween day. (Ord. 2275, 11-24-1992)
- B. Soliciting Restricted: It shall be unlawful for any person, whether alone or in a group, to conduct such solicitation as set forth in subsection A of this section on any day other than October 31; provided further, that all solicitation on October 31 shall not commence prior to one o'clock (1:00) P.M. and be terminated by eight o'clock (8:00) P.M. (Ord. 2641, 5-26-1998)
- C. Penalty: Any person violating any provisions of this section shall be fined not less than twenty five dollars (\$25.00) nor more than five hundred dollars (\$500.00) for each offense. (Ord. 802, 4-25-1972; amd. 1992 Code)



## DEPARTMENT OF POLICE

STEPHEN F. SCHMIDT  
Chief of Police



A Nationally Accredited  
Police Agency

### NOTICE TO DOOR-TO-DOOR SOLICITORS AND SALESPeOPLE

Title 3, Chapter 9, Article B-7 of the Elk Grove Village Code prohibits the knocking on doors, ringing of bells, or otherwise attempting to gain the attention of people at any residence where signs have been posted stating solicitors are not welcome. Solicitors or salespersons who ignore these prohibitive signs are subject to arrest.

Further, solicitors, upon contacting homeowners where residence is not so posted, are to leave the premises promptly when the homeowner states he/she has no desire to purchase the salesperson's wares or contribute to the solicitor's cause.

Stephen F. Schmidt  
Chief of Police



901 WELLINGTON AVENUE • ELK GROVE VILLAGE, ILLINOIS • 60007-3499  
TELEPHONE (847) 439-3900 • FAX (847) 357-4144 • TTD (847) 357-4088  
EMERGENCY CALL 9-1-1

"COMMITTED TO THE NEEDS OF THE COMMUNITY"

