



CITY OF PALOS HEIGHTS

7607 W. College Drive
Palos Heights, IL 60463
(708) 361-1800
www.palosheights.org

SOLICITORS PERMIT APPLICATION

INSTRUCTIONS:

1. The annual registration fee for solicitors is \$100 plus \$20 per day, per person, for each day solicitation activities are conducted.
 2. A criminal history background check must be completed at a cost of \$28.25 + \$20 admin fee per person.
 3. An application must be submitted for each person who will be soliciting.
 4. Applicant must submit a head-shoulder photo (if email - jpeg format).
 5. Processing time for applications is approximately ten (10) working days. If applicant is found to be fully qualified, the Solicitors Permit I.D. badge shall be issued and shall state the expiration date thereof.
 6. Photo I.D. badges must be returned to City Hall when solicitation has expired.
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Full Name of Applicant: _____

Home Address: _____

Phone: _____

Name of Business: _____

Name of Person Responsible for Supervision of Solicitation: _____

Business Address: _____

Phone: _____ Email: _____

Nature of services/product being solicited: _____

Dates requested to solicit in the City of Palos Heights: _____

Locations intended to solicit in the City of Palos Heights: _____

Have you ever applied for a solicitor's PERMIT in Palos Heights before? Yes No

If Yes, when and with what business? _____

Has your Solicitors Permit ever been revoked? Yes No

If yes, please provide details: _____

Have you ever been convicted of a felony? Yes No

If yes, please provide details: _____

List all vehicles that will be used by the registered solicitors (*attach separate sheet if more than 3*)

Year	Make/Model	Color	License#	State
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1. _____

2. _____

3. _____

Please read the following provisions:

§ 111.06 POLICY

(A) The regulations set forth in this subchapter are designed to provide reasonable protection of the health, safety, and welfare of the citizens of the city, to guard them from unwarranted invasions of privacy and to protect them in the peaceful enjoyment of their homes, while allowing all persons reasonable exercise of free speech and political expression as guaranteed by the First Amendment of the United States Constitution. This policy is implemented in part on the basis of the judgment of the governing authorities of the city that some door-to-door solicitation exposes city residents to unnecessary and unreasonable risks to their safety and should be regulated, and that the rights of privacy of families and single persons in this community should be protected from invasion during such hours.

(B) Every person desiring to secure the protection intended to be provided by the regulations pertaining to soliciting contained in this subchapter, shall comply with the following directions, to wit:

(1) Notice of the determination by the occupant of giving invitation to solicitors, or the refusal of invitation to solicitors, to any residence, shall be given in the manner following:

(a) A waterproof decal/card, approximately 3 by 4 inches in size, shall be exhibited upon or near the main entrance door to the residence, indicating the determination by the occupant, containing the applicable words, as follows: NO SOLICITORS INVITED

(b) The letters shall be at least 1 1/2-inch in height. For the purpose of uniformity, the cards shall be provided by the city clerk's office to persons requesting, at the cost thereof.

(c) The card so exhibited shall constitute sufficient notice to any solicitor of the determination by the occupant of the residence of the information contained thereon.

§ 111.09 TIME LIMIT FOR SOLICITING

Residential soliciting from 10:00 a.m. to 7:00p.m. - Monday through Saturday.

NO SOLICITING on Sundays or on State or National Holidays.

I hereby certify that all answers are true and correct and that I have read and understand the provisions of Chapter 111 of the Palos Heights Code. I authorize a criminal history check of my background.

Applicant's Signature _____ Date _____

Office Use

Background Check Complete _____

Approved By _____ Date _____