



*A PROUD & PROGRESSIVE  
VILLAGE FOR ALL PEOPLE*

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Village of Glendale Heights 300 Civic Center Plaza, Glendale Heights, IL 60139

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## NOTICE TO ALL SOLICITORS

Please read the attached Village Code regarding Peddlers and Solicitors prior to applying for a license. All rules will be strictly enforced.

Prior to approval, the following items are required by each person soliciting in the Village of Glendale Heights:

1. A completed Solicitors License Application;
2. fifteen dollar (\$15.00) non-refundable Solicitor's License application fee;
3. one-hundred-dollar (\$100.00) non-refundable fee for fingerprinting by the Glendale Heights Police Department; and
4. a passport size photo, so an identification card can be issued for approved licenses.

The required items are to be brought personally to the Finance Dept. public counter of the Village Hall Building, 300 Civic Center Plaza, Glendale Heights, IL 60139. Should you have any questions, please call (630) 260-6010.

#### **4-10-5: APPLICATION FOR LICENSE; APPROVAL OR DENIAL; RECORDS KEPT:**

A. Licenses can be obtained by application to the village clerk and payment of an annual fee as provided in section 4-2-2 of this title. Application for a license shall be made upon a form provided by the village. The applicant shall truthfully state in full the information requested on the application: (1978 Code § 3-5-9; amd. 2011 Code)

1. Name and address of the present place of residence and length of residence at such address; also the business address if other than the residence address.

2. Address of the place of residence during the past three (3) years if other than the present address.

3. Age of the applicant.

4. Physical description of the applicant.

5. Name and address of the person, firm, corporation or association by whom the applicant is employed or represents, and the length of time of such employment or representation.

6. Name and address of employer during the past three (3) years, if other than the present employer.

7. Description sufficient for identification of the subject matter of the soliciting in which the applicant will engage.

8. Period of time for which the license is applied.

9. The date, or approximate date, of the most recent previous application for license under this chapter, if any.

10. If a license issued to the applicant under this chapter has ever been revoked.

11. If the applicant has ever been convicted of a violation of a felony under the laws of the state or any other state or federal law of the United States.

12. Types of product, merchandise or service to be offered.

13. Names of the three (3) most recent communities where the applicant has solicited house to house.

14. Proposed method of operation.

15. Signature of applicant.

16. Driver's license and vehicle license numbers.

B. All statements made by the applicant upon the application or in connection therewith shall be under oath.

C. The applicant shall submit to fingerprinting by the village police department in connection with the application for the license. (1978 Code § 3-5-9)

Every applicant for a license under this chapter shall pay the village a fee of one hundred dollars (\$100.00) to cover the cost of fingerprinting and a background check in order to verify the information provided in the application for license. (Ord. 2011-61, 9-1-2011)

D. The village clerk shall cause to be kept an accurate record of every application received and acted upon, together with all other information and data pertaining thereto and all licenses issued under the provisions of this chapter, and of the denial of the application. Applications for licenses shall be numbered in consecutive order as filed, and every license issued, and any renewal thereof, shall

be identified with the duplicate number of the application upon which it was issued. No license shall be granted until the signed application has been approved by a designated officer of the police department, whose duty it shall be to examine the background of the applicant. A license may be denied for good cause when the applicant is not found to be a person of good character and reputation or when the goods or services which the applicant intends to offer for sale threaten the public health, safety, welfare or morals. (1978 Code § 3-5-9)



FOR OFFICE USE ONLY

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

## SOLICITORS LICENSE APPLICATION

The undersigned hereby submits the following information for the issuance of a Solicitor License, in accordance with Section 4-10-5 of the Village Code for the purpose of soliciting in the Village of Glendale Heights, Illinois.

Applicant's Full Name: \_\_\_\_\_

Address \_\_\_\_\_,  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_  
(Area Code Required)

Length at present address: \_\_\_\_\_. If less than 3 years, list prior address.

Prior Address: \_\_\_\_\_,  
(Street) (City) (State) (Zip)

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Color of Eyes \_\_\_\_\_ Color of Hair \_\_\_\_\_

Other Last Names/Surnames Used \_\_\_\_\_

Driver's License # \_\_\_\_\_ State Issued From \_\_\_\_\_

### VEHICLE INFORMATION:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

License Plate # \_\_\_\_\_ State Issued From \_\_\_\_\_



**EMPLOYER INFORMATION REPRESENTED BY THIS SOLICITATION APPLICANT**

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
(Area Code Required)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Give a brief description of the subject matter of the solicitation.

Date of previous application for license under this ordinance, if any: \_\_\_\_\_

Has a license issued under this ordinance ever been revoked? \_\_\_\_\_  
(Yes) (No)

If yes, why? Be specific:

Have you ever been convicted of a violation or a felony under the laws of this State or of any other State or Federal Law? \_\_\_\_\_  
(Yes) (No)

If yes, please explain:

Please list type of product, merchandise or service you will be offering in this solicitation:



**With this signature, I hereby swear or affirm that I will not violate any part of the ordinance of the Village of Glendale Heights, and that I'm willing to comply with other reasonable rules and regulations concerning said ordinances.**

**I, further agree to the following conditions:**

- 1. Solicitors must not work before 9:00 a.m. nor after 5:00 p.m., Mondays through Saturdays. They may call back after 5:00 p.m. only if they have a definite appointment.**
- 2. No soliciting is allowed on Sundays or State of National Holidays.**
- 3. Solicitors must not, at any time, go to the back door unless asked by resident.**
- 4. Solicitors must not enter any house or residence unless specifically invited to do so.**
- 5. Solicitors must not engage in solicitation if the property is posted "No Solicitors or Peddlers," "Not Invited" or "No Trespassing" or the like.**
- 6. Solicitors must not misrepresent the company or organization worked for, nor the product or service being offered or sold.**
- 7. Solicitors must visibly display the identification card issued by the Village.**

**I, \_\_\_\_\_ HEARBY SWEAR,  
(Please Print Full Name)**

**THAT I HAVE CAREFULLY READ THE LICENSE APPLICATION AND ORDINANCE REGARDING SOLICITATION IN THE VILLAGE OF GLENDALE HEIGHTS. I FURTHER STATE THAT ALL OF THE FOREGOING STATEMENTS HAVE BEEN ANSWERED TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE.**

**APPLICANT'S SIGNATURE \_\_\_\_\_**

**DATE \_\_\_\_\_**