



CITY OF PALOS HEIGHTS

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

**SOLICITORS CERTIFICATE OF REGISTRATION
CHARITABLE ORGANIZATION
APPLICATION**

INSTRUCTIONS TO CHARITABLE ORGANIZATION:

1. A head and shoulder photo of each person who will be soliciting will be required and sent via email upon request..
2. Provide Certificate of Liability Insurance
3. Provide proof of registration with the Illinois Attorney General’s Office as a charitable organization.
4. Processing time for applications is ten (10) working days. If applicant is found to be fully qualified, the certificate of registration and photo I.D. badge shall be issued and shall state the expiration date thereof.
5. Photo I.D. badges must be returned to the Police Department when solicitation has expired. Failure to do so may result in revocation of certificate of registration.

PLEASE PRINT

Name of Organization _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____

Nature of Charitable Service _____

Person responsible for supervision of solicitation _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____

Number of people in crew _____ Please list their names, address and phone number:
(Attach separate sheet if necessary)

1. _____
2. _____
3. _____
4. _____
5. _____

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 certificate in Palos Heights before? Yes No If yes, when? _____

Has your Solicitors Certificate ever been revoked? Yes No If yes, please provide details

Have any of the above listed people ever been arrested/convicted of soliciting in violation of a Municipal Ordinance? Yes No If yes, who and 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
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 1/3-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 7:00 p.m., Monday thru 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 acknowledge that my registration expires one (1) year from the date of approval.

Applicant's
Signature _____ Date _____

Office Use	
Approved By _____	Date _____
Badge Issued By _____	Expires _____