

**CITY OF PROSPECT HEIGHTS**  
**SOLICITORS LICENSE APPLICATION REQUIREMENTS**

In response to your request for solicitation in Prospect Heights, please be advised of the following requirements as stated in Section 2-9B-4 of our City Ordinance:

- Signed Hold Harmless Release Form (attached).
- Certificate of Insurance naming City of Prospect Heights as additional insured.
- Completed "Organization Application" form.
- Completed "Solicitors Registration" form for each representative going door-to-door.
- Non-refundable registration fee of \$100.
- Deposit of \$10 for each representative's nametag, to be refunded upon return of nametag.

Upon compliance with the above requirements, we will review your request for approval and prepare the badges for pick up at the Police Department. Please be aware of the following:

The City of Prospect Heights solicitation ordinance prohibits the following:

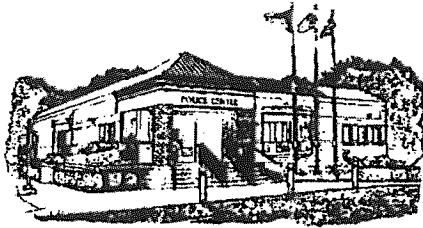
- A. Sec.2-9B-8(A):  
Within the corporate limits of the City of Prospect Heights, it is prohibited that any solicitor enter upon any premises which has been posted with a sign/decal indicating that **"NO SOLICITORS INVITED"**. It does not matter if the solicitor is registered or not. **No entry to the premises are to be made.**
  
- B. Sec. 2-9B-8(B):  
**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 the soliciting as herein defined of the notice exhibited at the residence in accordance with the provisions of Section 2-9B-7 of this Chapter.
  
- C. Sec. 2-9B-(C):  
Within the corporate limits of the City of Prospect Heights prohibits any type of soliciting before 9 AM and after 7 PM on any weekday. There is no soliciting on Sunday or on a State or National Holiday.

A violation of any of the above ordinances can result in the following:

1. Any permission given by the City of Prospect Heights to solicit with the City of Prospect Heights will be revoked.
  
2. A resident of the City of Prospect Heights or the Police Department can place a charge of trespassing for entering on premises, which have been posted as indicated above. This could result in an arrest and subsequent court action.

\* \* \* \* \*

PROSPECT HEIGHTS  
POLICE DEPARTMENT  
14 E. CAMP McDONALD ROAD  
PROSPECT HEIGHTS, ILLINOIS 60070-1668  
(847) 398-5511 Fax: (847) 398-6080



**CITY OF PROSPECT HEIGHTS  
SOLICITORS APPLICATION  
ORGANIZATIONS**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Fax # \_\_\_\_\_  
Phone # \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Profit or Non-Profit Organization: \_\_\_\_\_

If Non-Profit, are donations being requested? \_\_\_\_\_

Date Solicitation to Begin: \_\_\_\_\_ Period of Time Requested \_\_\_\_\_

Item(s) to be Solicited: \_\_\_\_\_

Price of Item(s) Solicited: \_\_\_\_\_

Name/Address/Phone Number of party or parties responsible for solicitation:  
\_\_\_\_\_  
\_\_\_\_\_

Number of Solicitors to be Used: \_\_\_\_\_  
(Attach fully completed application for each individual solicitor.)

I HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS ARE TRUE.

By: \_\_\_\_\_  
(Print Name) (Title)

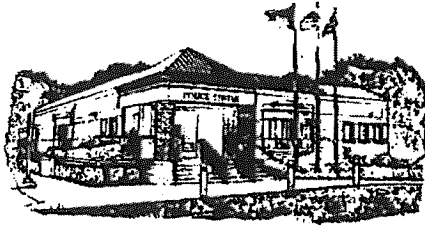
Signature: \_\_\_\_\_

**ALL DOOR-TO-DOOR SOLICITORS MUST WEAR A CITY IDENTIFICATION BADGE**

**OFFICE USE ONLY:**

Permission granted: \_\_\_\_\_ Date: \_\_\_\_\_

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**CITY OF PROSPECT HEIGHTS**

**HOLD HARMLESS RELEASE**

The undersigned covenants and agrees that it will protect and keep the City of Prospect Heights and its members forever harmless and indemnified against and from any and all costs, damages or expenses arising out of or from any accident or other occurrence resulting from the negligence of the undersigned in the City of Prospect Heights causing injury to any person or property during the \_\_\_\_\_ activity from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

(DATE) (DATE)

Organization: \_\_\_\_\_ Phone#: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Printed Name) (Title)

\_\_\_\_\_  
(Signature)

**CITY OF PROSPECT HEIGHTS  
SOLICITORS REGISTRATION**

Date of Application \_\_\_\_\_ Dates Requested for Solicitation \_\_\_\_\_

Employers Name/Firm \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Business Phone \_\_\_\_\_ Date of your employment with this firm \_\_\_\_\_

Description of type of solicitation/goods or services rendered \_\_\_\_\_

Your Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

Your Residence/Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Your temporary residence in Illinois (i.e. Motel/Hotel) \_\_\_\_\_

**Place of Residence Last Two Years**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Color of Hair \_\_\_\_\_ Color of Eyes \_\_\_\_\_ Complexion \_\_\_\_\_ Glasses \_\_\_\_\_

Scars/Marks \_\_\_\_\_ Mustache/Beard \_\_\_\_\_ SS# \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State \_\_\_\_\_

Make of vehicle used while soliciting \_\_\_\_\_ Color \_\_\_\_\_

State vehicle registration number \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_

Has a previous certificate of registration even been issued to you by the City of Prospect Heights? \_\_\_\_\_ If so, when? \_\_\_\_\_

Have you ever had a Certificate of Registration issued to you by the City of Prospect Heights revoked or taken away? \_\_\_\_\_ If so, when? \_\_\_\_\_

Have you ever before solicited within the City of Prospect Heights? \_\_\_\_\_ If so, when? \_\_\_\_\_

Have you or any Firm/Employer for which you have worked had a Certificate of Registration revoked by any other municipality in the State of Illinois? \_\_\_\_\_ If so, when? \_\_\_\_\_  
Where? \_\_\_\_\_

Have you ever been convicted of a violation of any of the provisions of any violation of a solicitors or canvassers ordinance in the City of Prospect Heights or any other Illinois municipality? \_\_\_\_\_ If so, when? \_\_\_\_\_ Where? \_\_\_\_\_

Have you ever been convicted of a felony under the laws of the State of Illinois or any other State or Federal Law of the United States? \_\_\_\_\_ If yes, when? \_\_\_\_\_  
Please explain \_\_\_\_\_

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The City of Prospect Heights has the right to investigate each request for a solicitors application and respond to the application within (72) hours. Until such time as the investigation has been completed and approved, a solicitor is not considered as being a registered solicitor.

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I hereby swear that all of the above are true statements to the best of my knowledge and that I have read and understand the Ordinance governing solicitation within the City of Prospect Heights.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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POLICE DEPARTMENT**

14 E. CAMP McDONALD ROAD  
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**SOLICITATION NOTIFICATION**

Name of Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Soliciting: From \_\_\_\_\_ To \_\_\_\_\_

**List of Solicitors:**

<u>Name</u>	<u>Badge No.</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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**NOTE: BADGES ARE NOT INTERCHANGEABLE AMONG SOLICITORS  
PLEASE RESPECT "NO SOLICITORS" NOTICES ON HOMES**