

## General Rules and Regulations

- *Solicitors must refrain from soliciting or knocking on doors where "No Solicitors Invited" signs are displayed. If a solicitor is asked to leave the premises, they must do so immediately.*
- *All commercial solicitors must be registered with the Village of Skokie Police Department.*
- *All solicitors must wear the identification badges supplied by the Skokie Police Department at all times during the solicitation period.*
- *All solicitors must abide by solicitation time restrictions. Permit revocation can occur if solicitors violate time restrictions.*
- *Any handbill or billposter must be submitted for approval prior to the granting of a permit.*
- *Commercial solicitors may not engage in business as a solicitor upon public property.*
- *Persons found to be soliciting without a Village-issued permit may be issued a citation and may be fined up to \$750.*
- *Violation of any Village ordinance may result in a citation and a fine, as well as loss of privileges to solicit in the Village of Skokie.*
- *Any destruction of private property will be the responsibility of the solicitor. Please respect private property by using pathways and sidewalks.*
- *The Village reserves the right to revoke any solicitation permit.*
- *Being aggressive or disrespectful of residents/citizens may be cause for revocation of solicitor permit*



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George Van Dusen

### **Village Clerk**

Pramod C. Shah

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### **Village Manager**

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### **Corporation Counsel**

Michael M. Lorge



## Commercial Solicitation in the Village of Skokie

### A Guide for Residents and Solicitors

*Door-to-Door Solicitation*

*Handbill Distribution*



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## *The Skokie Village Code states that Commercial Solicitation includes any one (1) or more of the following:*

- *Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs, or services, of any kind, character or description whatever, for any kind of consideration whatever;*
- *Seeking to obtain prospective customers for application for or purchase of insurance of any type, kind or character; or*
- *Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication.*

## **Commercial Door-to-Door Solicitation**

*The following pertains to those who will engage in commercial door-to-door solicitation in the Village of Skokie, (i.e., those who represent a business or commercial organization). The Village cannot prohibit religious organizations from soliciting door-to-door within Skokie.*

### Q. When is door-to-door solicitation allowed?

Commercial solicitors shall not engage in soliciting before 9:00 a.m. or after 7:30 p.m., Monday through Saturday. No solicitation is allowed at any time on a Sunday or on a State or National holiday.

### Q. How do I apply for a registration permit?

Registration and forms for door-to-door solicitation are available at the Skokie Police Department **Identification Division**, located at 7300 Niles Center Road.

Forms are also available on the Village's website, [www.skokie.org](http://www.skokie.org). Questions can be directed to the Identification Division at 847-982-5988.

Registration forms must be filled out completely and accurately. If necessary, further information from the applicant(s) may be requested before the registration permit is issued. Applicants will be required to provide photocopies of each individual solicitor's Secretary of State-issued Driver's License or State Identification Card, as well as copies of company identification cards. Background checks will be performed on all door-to-door solicitors. All solicitors must wear a Village-issued identification badge at all times.

### Q. Is there a fee to register?

For door-to-door solicitation, a non-refundable fee of **\$20.00 per person** will be assessed at the time of application.

### Q. Is there a time limit?

Commercial door-to-door solicitors may solicit for no more than 30 days in any calendar year. The Village of Skokie reserves the right to limit the duration of solicitation.

### Q. How long should I expect to wait for my permit?

Processing of the registration materials should be completed in five to seven business days. At that time, the completed permit and all appropriate name badges can be picked up from the Police Department Identification Division.

## **Commercial Handbill Distribution**

*The following pertains to those solicitors who wish to distribute printed advertisements (handbills) in the Village of Skokie.*

### Q. How do I apply for a registration permit?

All registration for handbill distribution permits takes place at the Skokie Police Department, located at 7300 Niles Center Road. Registrations will be accepted Monday-Friday from 9:00 a.m. to 4:30 p.m. at the **Records Division** of the Skokie Police Department. Completed forms must be delivered to the Records Division.

All forms must be filled out completely and accurately. If necessary, further information from the applicant(s) may be requested before the registration permit is issued. A copy of the material/flyer that will be distributed must be submitted with the registration form. The flyer must clearly state the company/individual's name and address. Questions can be directed to the Records Division of the Skokie Police Department at 847-982-5930.

### Q. Is there a fee to register?

Yes, a graduated fee is assessed depending on the time period for distribution. The time periods and fees are as follows:

1 month,	\$25
6 months,	\$50
1 year,	\$75

### Q. Is there a time limit?

The time limit is dependent upon the duration chosen according to the above schedule. The Village of Skokie reserves the right to limit the duration of solicitation.

### Q. How long should I expect to wait approval?

Processing of the registration materials should be completed in approximately seven to ten business days. At that time, the completed permit can be picked up at the Police Department Records Division.

### Q. Must I notify the Village if I change my handbill during the permitted period?

Yes, you must submit a copy of the revised handbill to the Village prior to any distribution taking place. Failure to do so can result in revocation of the distribution permit.

### Q. May I solicit on public property?

No, only charitable organizations, recognized as such by the Secretary of State, may solicit on public property.

#### **In accordance with the Skokie Village Code:**

- *All handbill distributors must have a permit issued by the Village of Skokie;*
- *Do not post bills on any public property or right-of-way, including light poles, sidewalks, crosswalks, etc.;*
- *Do not post bills on any private dwelling, or upon private property (including motor vehicles) without the express permission of the property owner;*
- *Do not throw handbills in public places;*
- *Do not hand out or sell handbills in a public place;*
- *Do not place handbills in or upon any vehicle;*
- *Do not distribute handbills on vacant private premises;*
- *Do not distribute handbills where "No Trespassing," "No Solicitors Invited," "No Advertisement" signs are displayed;*
- *Do not distribute any handbills of an offensive nature.*