



**Sugar Grove Police Department**

10 Municipal Drive  
Sugar Grove, Illinois 60554  
Main: 630-391-7250  
Fax: 630-391-7266  
Office Hours 8:00 am – 4:30 pm  
Monday through Friday

# SOLICITOR REGISTRATION FORM

Photo Identification REQUIRED when permit is issued.

Please Print Clearly.

Incomplete applications will not be processed

**Applicant Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
Last First Middle

**Driver's License/State ID #:** \_\_\_\_\_ **State Issued by:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_ **Applicant Phone:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employer/  
Business Name:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **Supervisor Phone:** \_\_\_\_\_

**Product/Service to be solicited:** \_\_\_\_\_

**Method of Solicitation:** \_\_\_\_\_ (Door to door, fliers, door hangers, etc.)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Submission

**Office Use Only**

**Registration Number:** \_\_\_\_\_ **Registration Expiration:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

# CHAPTER 4

## PEDDLERS, CANVASSERS AND SOLICITORS

SECTION:

**3-4-1: Registration Of Commercial Canvassers Or Solicitors**

**3-4-2: Contents Of Registration**

**3-4-3: Approval Of Registration, Duration**

**3-4-4: Possession Of Certificate Of Registration; Form**

**3-4-5: Revocation Of Registration**

**3-4-6: Hours**

**3-4-7: Posting Of No Solicitors Signs**

**3-4-8: Leaving Of Materials; Access To Property**

**3-4-9: Exceptions**

**3-4-10: Violations**

**3-4-1: REGISTRATION OF COMMERCIAL CANVASSERS OR SOLICITORS:**

It shall be unlawful for any person to engage in business as a canvasser or solicitor calling at residences in the village without the previous consent of the occupant when that canvasser or solicitor is engaging in any commercial enterprise such as soliciting orders, sales, subscriptions, or business of any kind, without having first registered in the office of the village police department. Pursuant to section 3-4-9 of this chapter, religious, charitable, political, and other noncommercial canvassers and solicitors shall not be subject to this requirement when undertaking noncommercial canvassing or solicitation. (Ord. 2006-06-06B, 6-6-2006)

**3-4-2: CONTENTS OF REGISTRATION:**

The registrant shall give his or her complete identification, his or her signature, the name of his or her employer, the nature of the products or services in which he or she is interested, the names of the manufacturers of such products or of the organization which he or she is representing, and the proposed method of operation in the village. The form of registration shall be supplied by the office of the village police department, and shall be in substantially the following form:

*Registration*

of \_\_\_\_\_

*Canvasser or Solicitor*

1. *Name of applicant:*
2. *Address of applicant (home):*
3. *Address of applicant (office):*
4. *Employer's name:*
5. *Employer's address:*
6. *Products to be sold:*
7. *Services to be rendered:*
8. *Name of products:*
9. *Method of solicitation:*

\_\_\_\_\_

*(Signature)*

Date: \_\_\_\_\_, 20\_\_\_\_.

*Date of Application:*

*Date of Registration:*

*Date Registration Expires:*

\_\_\_\_\_

*Registration No.*

(Ord. 2006-06-06B, 6-6-2006)

**3-4-3: APPROVAL OF REGISTRATION, DURATION:**

Upon submittal of a completed application, the police department shall issue a certificate of registration which shall be valid for a period of thirty (30) days. (Ord. 2006-06-06B, 6-6-2006)

**3-4-4: POSSESSION OF CERTIFICATE OF REGISTRATION; FORM:**

Each person shall at all times, while engaged in the business of soliciting or canvassing in the village of Sugar Grove, carry and display (so as to be easily seen by any person) upon his or her person the registration certificate, and the same shall further be presented for additional review, by such registrant whenever he or she is required to do so by any police officer or by any person solicited. The solicitor identification certificate shall be in substantially the following form:

*(Front)*

*VILLAGE OF SUGAR GROVE, ILLINOIS*

*SOLICITOR IDENTIFICATION*

*Name*

*Company*

*Expires*

*This is not an endorsement of Product.*

*No. \_\_\_\_\_*

*Village Police Department*

*(Back)*

*This registration is valid for 30 days from issuance.*

*Card must be displayed (so as to be easily seen by any person) and presented to any property owner or police officer.*

*Card may be revoked upon violation of any village ordinance or state law or regulation.*

*Hours of solicitation limited to 8:00 a.m. to 8:00 p.m. Monday through Saturday. Canvassing or soliciting on Sundays and local, state and national holidays is prohibited.*

(Ord. 2006-06-06B, 6-6-2006)

**3-4-5: REVOCATION OF REGISTRATION:**

Any registration may be revoked by the village police department because of any violation by the registrant of this chapter or of any other ordinance of the village, or of the state or federal law, or whenever the registrant shall cease to possess the qualifications or character required by this chapter for the original registration. (Ord. 2006-06-06B, 6-6-2006)

**3-4-6: HOURS:**

No one shall act as a canvasser or solicitor, or shall sell at residences without the previous consent of the occupant for the purpose of soliciting or canvassing except between the hours of eight o'clock (8:00) A.M. and eight o'clock (8:00) P.M. Monday through Saturday. Canvassing or soliciting on Sundays and local, state and national holidays is prohibited. (Ord. 2006-06-06B, 6-6-2006)

**3-4-7: POSTING OF NO SOLICITORS SIGNS:**

A. Residents and other persons within the village shall be entitled to post a "No Solicitors", "No Solicitation", or other similar sign on the property which they own or occupy, where it is reasonably visible to individuals who may approach the house, apartment, building or other edifice near or on which the sign is posted, in order to notify any such individual that no solicitation, canvassing or peddling of any type is desired by the occupant without the occupant's prior approval.

B. It shall be unlawful for any person, whether engaging in commercial or noncommercial canvassing, solicitation or other

similar enterprise, to, when entering upon a premises which has a reasonably visible "No Solicitors" or other such similar sign, continue with the attempted canvassing or solicitation. Upon sight of such sign, the canvasser or solicitor must leave the premises. If such sign is reasonably visible, the canvasser or solicitor shall be presumed to have seen the sign and shall be in violation of this chapter if he or she attempts his or her canvassing or solicitation. (Ord. 2006-06-06B, 6-6-2006)

#### 3-4-8: LEAVING OF MATERIALS; ACCESS TO PROPERTY:

A. No person shall leave or deposit materials upon private property without the consent of the property owner in such a fashion so as to permit the materials to become waste, debris or refuse.

B. In the case of a single-family dwelling, canvassers, solicitors and peddlers shall only enter any property from the front yard and, unless invited by the resident of the premises, shall only knock, ring or otherwise attempt to contact the residents in the building at the front or main door to the dwelling.

C. For purposes of soliciting at multiple-family dwelling units, canvassers, solicitors and peddlers shall only enter any property from the front entrance to the dwelling unit complex and, unless invited by the specific resident of a specific unit, shall only knock, ring or otherwise attempt to contact the residents in the building at the front or main door of each such unit. (Ord. 2006-06-06B, 6-6-2006)

#### 3-4-9: EXCEPTIONS:

Sections 3-4-1 through 3-4-5 of this chapter shall not apply to charitable, religious or political canvassers or solicitors, or any other noncommercial canvassers or solicitors. Sections 3-4-6 through 3-4-8 of this chapter shall apply to all individuals undertaking any commercial or noncommercial canvassing or solicitation, with the exception that no part of this chapter shall apply to officers or employees of the village, county, state or federal governments, or any subdivision thereof, when on official business. (Ord. 2006-06-06B, 6-6-2006)

#### 3-4-10: VIOLATIONS:

Any person who shall violate any provision of this chapter shall be prosecuted as provided for in title 1, chapter 4 of this code. (Ord. 2006-06-06B, 6-6-2006)