



SOLICITOR/PEDDLER APPLICATION INSTRUCTIONS

Door-to-Door soliciting/peddling requirements include:

1. A completed Solicitor/Peddler application
2. A valid government-issued ID card for each person who will be soliciting. (ie. Driver's License, State of Illinois I.D. card, or valid Passport)
3. Evidence that the applicant is registered to conduct business in the State of Illinois and is in good standing with the State
4. A copy of the current certificate of registration from the Illinois Department of Revenue showing applicant's Illinois State Sales Tax number.
5. Two (2) passport-type photos (2 inches x 2 inches) with application
6. Payment is due at time of application *Fee: \$60.00 per person. Charitable organizations, as defined by the Illinois Solicitation for Charity Act 225 ILCS 460/1 et seq., are exempt.*

Street Corner/Intersection soliciting/peddling requirements include:

1. A completed Solicitor/Peddler application is required of organizations with two or more solicitors
2. Evidence that the applicant is registered with the Illinois Attorney General as a charitable organization.
3. A Certificate of Liability insurance naming the City of Warrenville as additionally insured and noting the name and date of the charitable event.
4. Waivers of liability from each participant
5. Charitable organizations are exempt from application fees
6. A license can be issued for one or two consecutive days only if the second day is a Saturday
7. Soliciting shall be permitted only at intersections where all traffic is required to come to a full stop, and only during daylight hours.

All licenses shall be valid only between the hours of 9:00 A.M. and 9:00 P.M.

Completed Solicitor/Peddler permit applications with all supporting documentation must be submitted to the City of Warrenville Clerk's Office, 3S258 Manning Avenue Warrenville, IL 60555, at least thirty (30) days prior to the requested date of the event. Incomplete applications will not be accepted. Only complete applications will be processed by the City Clerk's Office.

After acceptance, Applicants will be directed to the Police Department for finger printing and a background check of all applicants. Solicitors must agree to abide by all restrictions set forth in the City of Warrenville City Code Chapter 4 of Title 3, regulating solicitors/peddlers.

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APPLICATION FOR LICENSE - SOLICITORS AND PEDDLERS

Fee: \$60.00 per person. Charitable organizations, as defined by the Illinois Solicitation for Charity Act 225 ILCS 460/1 et seq., are exempt.

NAME OF ORGANIZATION, BUSINESS OR PERSON SPONSORING THIS ACTIVITY:

Name: _____ Date of Birth: _____

Address: _____

Phone No: _____ Email Address: _____

PERSON(S) WITH SUPERVISORY RESPONSIBILITY ("APPLICANT"):

Name: _____ Date of Birth: _____

Address: _____

Phone No: _____ Email Address: _____

Driver's License No: _____

Description and license number of any motor vehicle used: _____

METHOD OF SOLICITING/PEDDLING:

- Door-to-Door (residential)
- Street Corner/Intersection (please list all locations) _____

- Other (please describe) _____

SOLICITING/PEDDLING FOR:

- Charity (describe) _____
- Goods (describe) _____
- Service (describe) _____
- Other (describe) _____

Please list all individual dates for which a license is desired to solicit (ie. mo/day): _____

ADDITIONAL APPLICANTS TO BE ENGAGED IN SOLICITATION/PEDDLER ACTIVITIES:

Name: _____ Date of Birth: _____
Last First MI

Address: _____
Number City State Zip Code

Driver's License No: _____ State Issued: _____ Phone: (____) _____

Name: _____ Date of Birth: _____
Last First MI

Address: _____
Number City State Zip Code

Driver's License No: _____ State Issued: _____ Phone: (____) _____

Name: _____ Date of Birth: _____
Last First MI

Address: _____
Number City State Zip Code

Driver's License No: _____ State Issued: _____ Phone: (____) _____

Name: _____ Date of Birth: _____
Last First MI

Address: _____
Number City State Zip Code

Driver's License No: _____ State Issued: _____ Phone: (____) _____

Name: _____ Date of Birth: _____
Last First MI

Address: _____
Number City State Zip Code

Driver's License No: _____ State Issued: _____ Phone: (____) _____

Name: _____ Date of Birth: _____
Last First MI

Address: _____
Number City State Zip Code

Driver's License No: _____ State Issued: _____ Phone: (____) _____

Has a Warrenville solicitation license issued to the applicant ever been revoked? ___ yes ___ no

Has the applicant or any additional applicants ever been convicted of a felony, any crime involving fraud, misrepresentation, or unauthorized entry to property, or a violation of any of the provisions of City Code Chapter 4 of Title 3, or any other municipal, county or state ordinance, statute, or regulations regulating solicitation? ___ yes ___ no

ACKNOWLEDGEMENTS AND SIGNATURE

The undersigned, _____ (the “Applicant”) is authorized to sign this document (“Application”). The Applicant swears and affirms that the contents of this application are complete, true, and correct to the best of his or her knowledge and belief. The Applicant acknowledges and agrees to the following:

1. This Application, the requested solicitation license, and all solicitation activities are subject to Chapter 4 of Title 3 of the Warrenville City Code (“Solicitation Ordinance”).
2. This Application may be rejected or denied if it is incomplete or contains false information, or if it otherwise does not meet the requirements of the Solicitation Ordinance. The Applicant will provide any additional information as may be required for the City to process this Application in accordance with the Solicitation Ordinance.
3. During the pendency of this Application, or during the term of the Applicant’s solicitation registration, the Applicant will promptly notify the City Clerk in writing of any change in material information provided in this Application.
4. Any person may disclose, and the City may investigate, all information relevant to this Application.

Signature: _____

Date: _____

CITY CLERK/DEPUTY CLERK

FOR OFFICE USE ONLY

Permit Number: _____

Issued By: _____

Issue Date: _____

10/07/22