



## CITY OF PARK RIDGE

505 BUTLER PLACE  
PARK RIDGE, IL 60068  
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www.parkridge.us

### Application for Certificate of Registration for Door-to-Door Solicitors

The undersigned hereby requests a **CERTIFICATE OF REGISTRATION** as a

CHARITABLE ORGANIZATION

COMMERCIAL ORGANIZATION

to engage in door-to-door solicitation at residential premises within the corporate limits of the City of Park Ridge.

2-month application / \$50

4-month application / \$80

#### COMPANY / ORGANIZATION INFORMATION

Name \_\_\_\_\_

Supervisor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

#### INDIVIDUAL SOLICITOR INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of hire by employer or organization \_\_\_\_\_

PERMIT # \_\_\_\_\_ ISSUED \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

Proposed dates of solicitation \_\_\_\_\_

Proposed hours of solicitation \_\_\_\_\_ AM to \_\_\_\_\_ PM

Specific geographic areas of solicitation within the City \_\_\_\_\_

Please describe the specific reason for solicitation (i.e. product / service offered)

Has your organization / employer previously applied for a Certificate of Registration for door-to-door solicitation in Park Ridge?

YES NO

Have you had a Certificate of Registration for door-to-door solicitation in Park Ridge denied or revoked?

YES NO If yes, please provide date. \_\_\_\_\_

Have you ever been ticketed or arrested for a violation of any provision of the Municipal Code of the City of Park Ridge or the ordinances of any other Illinois municipality regulating solicitation, or convicted of any felony or crime involving moral turpitude under State or Federal law, or released from any penal institution within the past five (5) years?

YES NO If yes, please provide details below.

**APPLICATION REQUIREMENTS:** Submit your completed application form along with a clear, color-scanned photocopy of your driver's license, one passport photo, and a check made payable to the City of Park Ridge for the appropriate amount. No fee is required for charitable organizations.

**NOTE:** Solicitation of any food product(s) requires approval from the Park Ridge Health Department.

I have read and fully understand the regulations set forth in the application. I have truthfully completed the application and agree to comply with all guidelines. I also understand that failure to comply with the City's Municipal Code (14-13-1) may result in a fine ranging between \$100-\$2500.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED BY THE CITY OF PARK RIDGE**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
CSO Supervisor, Police Department



## PROCEDURE FOR ALL DOOR-TO-DOOR SOLICITORS

All applications for a certificate of registration shall be submitted to the City Clerk and shall be verified under oath. The City Clerk shall act upon such application within ten days after its receipt. No application shall be effective until acted upon by the City Clerk. If the City Clerk finds and determines that all the requirements of this Chapter have been met, the City Clerk shall issue said certificate of registration. Each certificate of registration shall include a City-issued photo identification card and lanyard.

A Solicitor Permit is issued for a two-month or four-month period. Re-application will be required after the badge has expired.

Solicitors are classified as either commercial or charitable, depending upon whether it is represented that contributions are for a charitable or commercial purpose. Note that commercial solicitors may also be required to obtain a City business license for the commercial activity. Charitable solicitors must, upon request, provide to any person solicited a financial statement as attached to the application.

Students representing a Park Ridge Youth Organization would obtain ID from its school / organization which must be clearly displayed when soliciting. A parent or guardian 18 years or older must accompany the student when soliciting.

Soliciting may take place only between 9:00 a.m. and 9:00 p.m. Solicitors must wear their City-issued solicitor's photo identification card on their City-issued solicitor's lanyard in a manner to conspicuously display the identification card at all time while soliciting in the City.

All solicitors MUST, before approaching a residence, look for a "NO SOLICITING" sign. If one is displayed, soliciting is prohibited and the solicitor must leave the premises. Also, if a solicitor is verbally directed to leave the premises, he/she must do so immediately.

No person who has been convicted of a felony or crime involving moral turpitude or who has been released from any penal institution within the past five years may be a solicitor.

Failure to provide all necessary information and supporting documents will result in delay of registration.

Failure to comply with the City's Code may result in a fine ranging between \$100-\$2500 as stated in the City's Municipal Code (14-13-1).

I understand the rules and regulations set forth by the City of Park Ridge regarding solicitation. I also understand that a violation will result in the revocation of my permit and that a fine may be assessed. I have received an have read the PROCEDURE FOR ALL DOOR-TO-DOOR SOLICITORS.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## FOR CHARITABLE ORGANIZATIONS ONLY

The following must be submitted as part of this application.

1. A written statement of recent date issued by the Attorney General of Illinois that the charitable organization has complied with the Funds for Charitable Purposes, "Illinois Revised Statutes, Section 5103; and
2. A copy of the most recent annual report filed with the Illinois Attorney General pursuant to Illinois Revised Statutes, as amended, Chapter 23, Section 5104. In the event a charitable organization has not yet been required to file an annual report, a copy of the registration statement filed with the Attorney General of Illinois pursuant to Illinois Revised Statutes, as amended, Chapter 23, Section 5102, may be utilized; and
3. A financial statement for the preceding twelve (12) months which shall include a balance sheet and statement of income and expenses clearly setting forth the following: gross receipts and gross income from all sources broken down into total receipts and income from each separate solicitation project or source; cost of administration; cost of solicitation; cost of programs designed to inform or educate the public; funds or properties transferred out of the State of Illinois, with explanation as to the recipient and purpose; total net income amount for each major purpose, charitable or otherwise. Statements shall be signed by the president or other authorized officer or agent and shall be accompanied by an opinion signed by an independent certified public accountant that said financial statement fairly represents the financial operation of the charitable organization.
4. A copy of the annual report to the Attorney General of Illinois required by Illinois Revised Statutes, as amended, Chapter 23, Section 5104, may be presented in lieu of the aforementioned financial statement. For the purpose of financial statements, the definitions and standards applicable to the annual report to the Attorney General as set forth in Section 5104 shall be utilized.
5. In the event a charitable organization has not been established for a period of the twelve (12) months, a copy of the registration statement filed with the Attorney General of Illinois pursuant to Illinois Revised Statutes, as amended, Chapter 23, Section 5102, may be utilized.

Park Ridge based youth and school organizations are exempt from these requirements.

