



Village of Lake Zurich Police Department

Application for Solicitation Permit For Profit Entity



Office Use Only

Received by: ☐ Mail ☐ Email ☐ In-person drop off

Date Application Received:

☐ Permit Approved ☐ Permit Denied

Permit Number:

Expiration Date:

A fingerprinting fee of \$50.00 is required for solicitor permits.

Fingerprint Date:

CAD Incident #:

☐ Cash ☐ Check #

Receipt #:

Applicant Information

Last	First	Middle	Date of Birth
Street	City	State	Zip
Telephone	email Address		
How long have you resided at the above address?	Years	Months	(If less than three years, list previous address below)
Street	City	State	Zip
Driver's License Number:	State:	Social Security Number:	
Hair Color	Eye Color	Height	Weight
		☐ Single ☐ Married ☐ Widowed ☐ Divorced	

Spouse Information

Last	First	Middle
Street	City	State
		Zip

Employer Information

Current Employer:	Length of Employment	Years	Months
Business Address	Street	City	State
		Zip	Telephone
Previous Employer (If less than 3 years with current employer):			
Business Address	Street	City	State
		Zip	Telephone
Applicant's On-Site Manager's Name:			
Manager's Address	Street	City	State
		Zip	Telephone

Soliciting Information

Purpose of Solicitation:

Dates of Solicitation: From _____ To _____

Solicitation Method:

Will you be receiving commission or monetary compensation from this solicitation? ☐ Yes ☐ No

If so, in what form will you be compensated?

Have you been denied or had a solicitor's permit revoked by the Village of Lake Zurich in the past five years? ☐ Yes ☐ No

Have you been convicted of a felony under the laws of the State of Illinois or in any other state of the United States? ☐ Yes ☐ No

Have you been convicted of violating any solicitation regulations in the past five years? ☐ Yes ☐ No

I hereby swear and affirm all statements made by me in this application are true and correct to the best of my knowledge and that any misrepresentations, omissions, or falsifications in the foregoing statements will be cause for revocation of any permit issued to me or denial of a permit to be issued to me. I further agree the information given can and may be investigated by the Lake Zurich Police Department.

Date: _____	Print Name: _____
Date: _____	Signature: _____

3-4-4: SOLICITATION PERMIT APPLICATION PROCESS:

A. Application Procedure And Contents: Each applicant for a solicitation permit shall file with the chief of police a properly completed application therefor on a form provided for such purpose by the village or chief of police. Every such application shall be filed at least fourteen (14) days in advance of the first day for which authorization to solicit is sought. Each applicant shall pay the application fee of fifty dollars (\$50.00) and make an appointment to have his/her fingerprints taken. Solicitation permits are valid for sixty (60) days from the start date. The start day will be based on the completion of the approval process. Each applicant shall verify under oath all statements made on or in connection with the application are true by signing and dating the application.

1. Two (2) copies of a two inch by two-inch (2" x 2") color photograph showing the full facial features of the applicant. Such photograph shall have been taken within thirty (30) days immediately prior to the date of filing of the application.
2. The applicant's name, date of birth, and current residence address, and the length of time the applicant has resided at such address.
3. The applicant's business address, if different than the applicant's residence address.
4. Each of the applicant's residence addresses in the previous three (3) years, if other than the applicant's current residence address.
5. The applicant's social security number and driver's license number, or, if the applicant has neither, then some other official form of identification from which the applicant's identity can be readily established by the chief of police.
6. The applicant's marital status and, if married, the name and residence address of the applicant's spouse.
7. The applicant's physical description, including height, weight, hair color, and eye color.
8. The name and address of the applicant's current employer, and the length of the applicant's employment with such employer.
9. The name and address of each of the applicant's employers in the previous three (3) years, if other than the applicant's current employer.
10. The name, address, and telephone number of a principal officer or director of the applicant's business or organization who has authority to act on matters related to the application, and the business's or organization's registered agent for service in Illinois, if any.
11. If more than one solicitor shall be soliciting on behalf of a business or organization, each applicant must complete the solicitor application, including fingerprinting, per the requirements of this chapter.
12. A description of the subject matter and purpose of the applicant's solicitation.
13. The date(s) for which the applicant seeks a solicitation permit.
14. The solicitation methods that the applicant and the applicant's business or organization will employ within the village.
15. Whether the applicant will receive any monetary compensation or commission from the solicitation and, if so, the form that compensation or commission will take.
16. Information regarding the use or revocation, within the previous five (5) years, of any prior solicitation permit issued by the village to the applicant or the business or organization the applicant represents.

17. Information regarding the applicant's violation, currently or at any time in the previous five (5) years, of any of the provisions of this chapter, or of any local, state, or federal solicitation regulation.
18. Information regarding whether the applicant has ever been convicted of a felony under the laws of the state of Illinois, any other state, or the United States, and the nature of any such conviction.

Only Village of Lake Zurich solicitation licenses/badges are valid in the village.

All other solicitation permits, licenses, and badges (i.e. Lake County permits) are not valid in the village.

B. Issuance: Applications will not be considered complete and will not be processed until the applicant's fingerprints have been submitted to the Illinois State Police. The chief of police shall issue a solicitation permit to an applicant within ten (10) days after receipt of the completed application if, but only if, the chief of police finds and determines all of the following:

1. The applicant has properly provided all information required by the chief of police and the application and the material statements made on the application are true.
2. The applicant has not been convicted of a felony under the laws of the state of Illinois, or any other state, within ten (10) years immediately prior to the date of filing of the application.
3. The applicant has not had a village solicitation permit revoked or suspended within five (5) years immediately prior to the date of filing of the application.
4. The applicant has not been convicted of violating any provision of this chapter, or of any provision of any previous village solicitation regulation, within five (5) years immediately prior to the date of filing of the application.
5. The applicant has not been convicted of any theft, deceptive practice, fraud or sexual offense in the state of Illinois, or any other state.

C. Denial: If the chief of police determines that the applicant has not met one or more of the conditions set forth in subsection B of this section, then the chief of police shall deny issuance of the solicitation permit and shall give the applicant a written notification and explanation of such denial. The chief of police's notice of denial shall be delivered in person or by first class U.S. mail addressed to the applicant's current residence address as set forth in the application. The solicitation permit shall be deemed denied on the day that the notice of denial is delivered or is placed in the U.S. mail as provided in this subsection. If the chief of police does not issue or deny the solicitation permit within ten (10) days after the chief of police receives the application, then the permit applied for shall be deemed to have been issued. The applicant may appeal the denial of a solicitation permit pursuant to the provisions of section 3-4-10 of this chapter.

D. Form And Display Of Permit: A solicitation permit shall be issued by the chief of police and shall consist of a plastic enclosed pin-on or clip-on card, approximately two inches by four inches (2" x 4") in size, containing the full facial photograph of the solicitor that was submitted with the application. The name of the solicitor and the business or organization the solicitor represents, if any, the date(s) solicitation shall occur under the permit, and the effective dates of the permit shall be printed on the solicitation permit in easily readable form. Solicitation permits also shall bear the name of the village, the signature of the chief of police or the chief of police's duly authorized designee, and the relevant permit application number. Each solicitor shall prominently display the solicitation permit issued to the solicitor pursuant to this chapter on the front of his or her person at all times while soliciting within the village. (Ord. 2016-9-151, 9-19-2016; amd. Ord. 2020-12-387, 12-7-2020)



Solicitor Information

Instructions for Door-to-Door Solicitation

The Village of Lake Zurich frequently receives inquiries regarding persons going door-to-door and soliciting. Please review the following information about our solicitation guidelines.

Those wishing to solicit must apply for and be approved for a permit to solicit in the Village of Lake Zurich.

Constitutional Rights of Solicitors

The First Amendment and the U.S. Constitution protect the rights of door-to-door solicitors and preclude the ability of a community to ban or significantly limit door-to-door sales. The U.S. Supreme Court has upheld free speech for commercial purposes and the ability of municipalities to restrict commercial door-to-door solicitation is limited to local regulations restricting the time, place and manner of door-to-door solicitations. Homeowners and occupants, however, do have the ultimate right to determine whether solicitors shall or shall not be invited to their residences or property. Per the Lake Zurich Municipal Code (Chapter 4), solicitors must adhere to the following guidelines and rules regulating door-to-door solicitation:

- Every solicitor shall immediately identify himself or herself and the purpose of the solicitation to each person being solicited.
- Every solicitor shall prominently display the solicitation permit issued to the solicitor on the front of his or her person, and the outside of all clothing, at all times while soliciting within the village.
- Every solicitor must cease solicitation upon owner or occupant request.
- Every solicitor must obey posted "No Solicitor Invited" signs.
- Every solicitor may only ring bells, knock or engage with residents for solicitation between the hours of 9:00 a.m. and 9:00 p.m.

If a solicitor does not display and cannot produce a permit, they may be reported to the Lake Zurich Police Department by calling (847) 438-2349.

Solicitor Permit Exemptions

Persons under the age of seventeen (17) years are not required to obtain a solicitation permit to engage in solicitation within the village.

Persons engaging in charitable, political, religious, or newspaper subscription solicitation or distribution of handbills, flyers, brochures, pamphlets, or leaflets are not required to obtain a solicitation permit.