

CITY OF CHARLESTON, ILLINOIS

DOOR TO DOOR SOLICITATION REGISTRATION

Definitions: Door to Door Commercial Solicitation: Attempting to make personal contact with any person at his residence, without prior invitation by or appointment with the resident, for the primary purpose of:

- A. Attempting to sell, for present or future delivery, any goods, wares or merchandise, newspaper or magazine subscriptions, or any services to be performed immediately or in the future, whether or not the person has, carries, or exposes a sample of such goods, wares or merchandise, and, whether or not, he is collecting advance payments for such sales and services;
- B. Seeking or attempting to obtain contributions of money or any other thing of value for the benefit of any association, organization, corporation, ir program, excluding those defined under "door to door noncommercial solicitation"; or
- C. Personally delivering to the resident a handbill or flier advertising a commercial event, activity, good, or service that is offered to the resident for purchase at a location away from the residence or at a future time.

3-4-6: DOOR TO DOOR SOLICITATION LICENSE:

- A. Every person licensed pursuant to this chapter must at all times possess and display their license in a conspicuous place while soliciting, and shall produce the same whenever requested to do so by a police officer or other person.
- B. Nor more than two (2) individuals will engage in door to door commercial or noncommercial solicitation at any residence at the same time without permission of the occupant.

3-4-7: APPLICATION FOR COMMERCIAL DOOR TO DOOR SOLICITATION LICENSE:

Each person applying for a door to door commercial solicitation license must make a written application on forms provided by the city with payment of the license fees to the City of Charleston. The applicant shall state upon oath or affirmation that the information contained in the application is truthful to the best of his or her knowledge and belief.

The applicant must supply the following information and any such additional information that the City may require upon the application form:

1. Applicant's true and correct name, and any former names or aliases: _____

2. Applicant's business address, business telephone number, and email: _____

3. If different from the applicant, the name, address, phone number, and email of the responsible person or entity: _____

4. The name, address, phone number, and email of the applicant's immediate supervisor, if any:

5. Information regarding the applicant's business including, without limitation, its legal status and proof of registration with, or a certificate of good standing from the Illinois secretary of state: _____

6. Proof the applicant or the applicant's business has registered with the Illinois Department of Revenue for the payment of sales tax: _____

7. A brief explanation of the nature and duration of the applicant's proposed solicitation activity that requires a license under this chapter: _____

8. Whether the applicant's permit, license, or registration in connection with soliciting has ever been revoked by any jurisdiction and an explanation of the circumstances: _____

9. A complete list of all persons to be authorized to solicit under the license: _____

10. For each person authorized to solicit under a license, the following information:

a. Name, address, phone number and date of birth: _____

b. Proof of identification by submittal of any of the following that bear a photograph of sufficient quality to identify the person:

(1) A valid U.S. driver's license or identification card issued by any state: _____

(2) A valid United States uniformed service identification card: _____

(3) A valid U.S. passport; or _____

(4) U.S. citizenship and immigration services green card: _____

11. Any other information determined to be relevant by the City Clerk; and

12. A two hundred fifty dollar (\$250.00) application fee, plus a fifty dollar (\$50.00) per person license fee: _____ (NOTE: Must be submitted at time of application.)

c. Within five (5) days of the City Clerk's receipt of a complete application, the City Clerk will issue a license for a term of one (1) year, unless the City Clerk determines that the license application should be denied under the criteria stated in Section 3-4-8 of Title 3, Chapter 4.

Date of Registration: _____

Soliciting Agency

Duly Authorized Agency



FOR OFFICE USE ONLY

Application received this _____ day of _____, 20____.

City Clerk, City of Charleston, Illinois

Application approved: _____

Application denied: _____

If approved, Commercial Door to Door Solicitation License is hereby granted for a period of one (1) year beginning the _____ day of _____, 20____, and ending the _____ day of _____, 20____ unless such time as violations cited under Title 3-4-8 of the City Code of Ordinances occur and precipitate a Notice of Revocation.

City Clerk, City of Charleston, Illinois