

PERMIT #: _____ ISSUED: _____ EXPIRATION DATE : _____

**CITY OF PARK RIDGE
APPLICATION FOR CERTIFICATE OF REGISTRATION
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.

**FAILURE TO SUBMIT ALL REQUIRED INFORMATION AT THE TIME OF
APPLICATION WILL RESULT IN A DELAY IN PROCESSING AND THE RETURN
OF YOUR INCOMPLETE APPLICATION.**

2-month application / \$40

4-month application / \$75

COMPANY / ORGANIZATION INFORMATION

Name _____

Supervisor _____

Address _____

City _____ State _____ Zip _____

Telephone _____

**INDIVIDUAL SOLICITOR INFORMATION
(not required if Park Ridge Youth Organization)**

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Date of Birth _____

Date of hire by employer or organization: _____

For Commercial Organizations: 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.

For Charitable Organizations: Submit the completed application form. A clear, color-scanned photocopy of your driver's license and one passport color photo must accompany the application (Park Ridge based youth and student organizations are exempt from this requirement). No fee is required.

Proposed dates of solicitation _____

Proposed hours of solicitation _____ a.m. to _____ p.m.

Specific geographic areas of solicitation with the City _____

Has your organization/employer ever made a previous application for Certificate of Registration for door-to-door solicitation in Park Ridge? YES: ____ NO: ____

Have you ever had a Certificate of Registration for door-to-door solicitation in Park Ridge revoked? ____ Has applicant ever been denied a Certificate of Registration for door-to-door solicitation in Park Ridge? YES: ____ NO: ____

If yes, please provide date: _____

Have you ever been arrested for any 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.

Please describe the specific reason for solicitation (e.g., product or service offered)

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 _____

Subscribed and sworn to before me this _____ day of _____, 20_____

APPROVED BY THE CITY OF PARK RIDGE

City Clerk

CSO Supervisor
Police Department

CITY OF PARK RIDGE
FOR CHARITABLE ORGANIZATIONS ONLY

The following must be submitted as part of this application.

- a. 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
- b. 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
- c. 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.
- d. 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.

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.

CITY OF PARK RIDGE
PROCEDURE FOR ALL DOOR-TO-DOOR SOLICITORS

All persons wishing to engage in door-to-door solicitation in residential areas **MUST** register with the City Clerk. The applicant is required to complete in full a form, which is provided by the City of Park Ridge in order for their application to be processed. A fee is charged for each solicitor which is dependent of the length of permit. **No solicitation activity is allowed until your application has been approved and an authorized badge has been issued. However, the distribution of flyers on door railings or doorknobs is permissible in the interim.**

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.

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 7:00 p.m. Monday through Saturday. No commercial soliciting is allowed on Sundays or holidays.

Charitable solicitors must, upon request, provide to any person solicited a financial statement as attached to the application. **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

Printed Name

Updated: 27 January 2016