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## Solicitation/Canvassing (Door to Door)

Your request to solicit/canvass (door to door) is subject to the following requirements being met :

1. File with the Village, a Certificate of Insurance (General Liability Insurance of \$500,000.00 and Property Damage Insurance of \$50,000.00) in force and in effect during the requested solicitation period which names as additional insured, the Village of Olympia Fields, 20040 Governors Highway, Olympia Fields, IL 60461; and
2. The business must complete the attached application.
3. Each solicitor/canvasser must complete the application and provide a copy of their driver's license.
4. A background check with fingerprint is required for each solicitor/canvasser. (The Village does not provide this service.)
5. Submit all documents to the police department for approval.
6. Once approved by the police department, you will be notified by the Village with a time and date to be photographed for IDs.
7. A fee of \$25.00 per day, per person is required for solicitation and a \$5 per person refundable ID deposit will be required.



# CANVASSER/SOLICITORS APPLICATION FORM (BUSINESS OWNERS)

VILLAGE OF OLYMPIA FIELDS  
20040 Governors Highway, Olympia Fields, IL 60461  
(708) 503-8000 ♦ Fax: 708-503-8002 ♦ [www.olympia-fields.com](http://www.olympia-fields.com)

Date of Application:	Type of Business:	
<b>BUSINESS INFORMATION</b>		
Name of Business:	Employer ID # or Federal Tax ID #:	
Location Address:	Suite:	
If Mailing Address is Different:		
Business Phone:	Business Fax:	Website:                      Email:
Email Address:		
<b>BUSINESS OPERATIONS INFORMATION</b>		
Business Owner/Corporation Name:	Email:	
Business Owner/Corporation Address:		
City, State and Zip:	Owners/Corporate Phone:	
Manager's Name:	Number of Employees:	
Hours of Operation:	Not For Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>EMERGENCY INFORMATION (MUST PROVIDE MINIMUM OF THREE)</b>		
Name:	Address	Phone:
Name:	Address	Phone:
Name:	Address	Phone:
<b>PLEASE READ AND SIGN</b>		
I agree to abide by all rules, regulations and Ordinances of the Village of Olympia Fields. I further state that all of the information above is true and accurate to the best of my knowledge.		
Signature:		



# CANVASSER/SOLICITORS APPLICATION FORM

VILLAGE OF OLYMPIA FIELDS  
20040 Governors Highway, Olympia Fields, IL 60461  
(708) 503-8000 ♦ Fax: 708-503-8002 ♦ [www.olympia-fields.com](http://www.olympia-fields.com)

**\*\*FAILURE TO PROVIDE COMPLETE/ACCURATE INFORMATION MAY RESULT IN APPLICATION BEING DENIED OR RESULT IN PROCESSING DELAYS\*\***

Date of Application:		Type of Business:		Dates of Soliciting:	
<b>APPLICANT INFORMATION</b>					
Name:			Phone:		
Address:			Years Lived at Address:		
City:	State & Zip Code:	Driver's License:	State Issued:		
Date of Birth:	Age:	SSN:	Yrs with Company:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race:	Height:	Weight:		
Scars/Marks:	Build:	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single			
Complexion:	Hair Color:	Eye Color:	Glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No		
List Addresses for Past 3 Years (Include Dates)					
Previous Employers Last 3 Years (Include Dates)					
Last 5 Cities or Village Solicited (Include Dates)					
Previous Dates Applicant has applied for solicitation/canvassing in the Village of Olympia Fields:					
Has Applicant ever been convicted of a violation of any of the provisions of this Ordinance or the Ordinances of any other Illinois Municipality regulating soliciting or canvassing? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give details:					
Has Applicant ever been convicted of a felony in the past five years under the laws of the State of Illinois or any other State or Federal Law of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give details:					
<b>INFORMATION FOR VEHICLE BEING USED</b>					
Vehicle Model:	Vehicle Make:	Vehicle Year:	Vehicle Color:		
Vehicle Owner's Name					
Vehicle Owner's Address					
Vehicle Insurance Company and Phone:					
Insurance Policy Number:					
Expiration Date:					

BUSINESS INFORMATION		
Name of Business		Email:
Business Owner/Corporation Address:		
City, State and Zip:		Owners/Corporate Phone:
Manager's Name:		Number of Employees:
Hours of Operation:		Not for Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No
EMERGENCY INFORMATION (MUST PROVIDE MINIMUM OF THREE)		
Name:	Address	Phone:
Name:	Address	Phone:
Name:	Address	Phone:
PLEASE READ AND SIGN		
<p>I agree to abide by all rules, regulations and Ordinances of the Village of Olympia Fields. I further state that all of the information above is true and accurate to the best of my knowledge. Failure to provide complete/accurate information may result in application denied or result in processing delays.</p>		
Signature:		
TO BE COMPLETED BY POLICE DEPARTMENT		
Date Application Received:		Background Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Background Check and Fingerprint Received? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		
TO BE COMPLETED BY ADMINISTRATION		
Date Received by Police Department:		
Dates Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		

ARTICLE III. - CANVASSERS

DIVISION 1. - GENERALLY

Sec. 12-51. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Canvasser* means any person conducting any one (1) or more of the following activities:

- (1) Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character or description whatever; or
- (2) Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or character; or
- (3) Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication; or
- (4) Seeking to obtain gifts or contributions of money, clothing or any other valuable thing for the support or benefit of any charitable or nonprofit association, organization, corporation, or project; or
- (5) Seeking to obtain from an occupant of any residence an indication of such occupant's belief in regard to any social, political or religious matter; or
- (6) Seeking to influence the personal belief of the occupant of any residence in regard to any social, political or religious matter; or
- (7) Any person, firm or corporation taking a poll or census within the city.

*Registered canvasser* means any person who has obtained a valid certificate of registration as provided herein and which certificate is in the possession of the canvasser on his person while engaged in canvassing.

*Residence* means every separate living unit occupied for residential purposes by one (1) or more persons, contained within any type of building or structure.

(Ord. No. 90-C, § 3, 10-13-80)

Sec. 12-52. - Village policy on canvassing.

It is hereby declared to be the policy of the board of trustees that the occupant or occupants of the residences in this village shall make the determination of whether canvassers shall be, or shall not be, invited to their respective residence.

(Ord. No. 90-C, § 11, 10-13-80)

Sec. 12-53. - Notice regulating canvassers.

(a) Notice of the determination by the occupant of giving invitation to canvassers, or the refusal of invitation to canvassers, to any residence, shall be given by a sign not less than three (3) inches by four (4) inches in size, shall be exhibited upon or near the main entrance door to the residence, indicating the determination by the occupant, containing the applicable words, as follows:

- (1) No canvassers invited or,
- (2) Only canvassers registered in the village invited from 9:00 a.m. to 5:00 p.m.,

(3) Only canvassers registered in the village invited from 9:00 a.m. to 9:00 p.m.

The letters shall be at least one-third inch in height. For the purpose of uniformity the signs shall be provided by the village at the cost thereof.

- (b) Such sign so exhibited shall constitute sufficient notice to any canvasser of the determination by the occupant of the residence of the information contained thereon.
- (c) Any occupant of any residence may waive any provision of this notice posted pursuant to this section.

(Ord. No. 90-C, §§ 12, 16, 10-13-80)

Sec. 12-54. - Canvassers to obey sign; refusal to leave premises.

- (a) It shall be the duty of every canvasser upon going onto any premises in the village upon which a residence as herein defined is located to first examine the notice provided for in section 12-53, if any is attached, and be governed by the statement contained on the notice. If the notice states "no canvassers invited" then the canvasser shall immediately and peacefully depart from the premises.

If the notice states "only canvassers registered in the village invited from 9:00 a.m. to 5:00 p.m. (Monday to Saturday)," or "only canvassers registered in the village invited from 9:00 a.m. to 9:00 p.m. (Monday to Saturday)," then the canvasser shall depart if the time limit has expired.

- (b) Any canvasser who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

(Ord. No. 90-C, § 13, 10-13-80)

Sec. 12-55. - Uninvited canvassing prohibited.

It is unlawful for any person to go upon any premises and ring the doorbell upon or near any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in canvassing as herein defined, in defiance of the notice exhibited at the residence in accordance with the provisions of this article or if said canvasser is not registered pursuant to the provisions of this article.

(Ord. No. 90-C, § 14, 10-13-80)

Sec. 12-56. - Time limit on canvassing.

It is unlawful and shall constitute a nuisance for any person whether registered under this article or not to go upon any premises and ring the doorbell upon or near any door of a residence located thereon, or rap or knock upon any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in canvassing as herein defined, prior to 9:00 a.m. or after 9:00 p.m., on Monday through Saturday, or at any time on Sunday or on a state or national holiday, or after 5:00 p.m., of any day where the resident has posted such notice as specified in section 12-53.

(Ord. No. 90-C, § 15, 10-13-80)

Secs. 12-57—12-70. - Reserved.

DIVISION 2. - CERTIFICATE OF REGISTRATION

Sec. 12-71. - Required.

Every person desiring to engage in canvassing from persons in residences within this village shall make written application for and obtain a certificate of registration.

(Ord. No. 90-C, § 4, 10-13-80)

Sec. 12-72. - Application.

- (a) Application for a certificate of registration shall be made upon a form provided by the village clerk and filed with the chief of police. The applicant shall truthfully state in full the following information:
- (1) Name and address of present place of residence and length of residence at such address; business address if other than residence address; and social security number.
  - (2) Address of place of residence during the past three (3) years if other than present address.
  - (3) Age of applicant and marital status; and if married, name of spouse.
  - (4) Physical description of the applicant.
  - (5) Name and address of the person whom the applicant is employed by or represents; and the length of time of such employment or representation.
  - (6) Name and address of employer during the past three (3) years if other than the present employer.
  - (7) Description sufficient for identification of the subject matter of the canvassing which the applicant will engage in.
  - (8) Period of time for which the certificate is applied for.
  - (9) The date, or approximate date, of the latest previous application for certificate under this article, if any.
  - (10) Has a certificate of registration issued to the applicant under this article ever been revoked.
  - (11) Has the applicant ever been convicted of a violation of any of the provisions of this article, or the ordinance of any other Illinois municipality regulating soliciting or canvassing.
  - (12) Has the applicant ever been convicted of the commission of a felony under the laws of Illinois or any other state or federal law of the United States.
  - (13) Also such additional information as the chief of police may deem necessary to process the application consistent with the intent and purpose of this article.
- (b) All statements made by the applicant upon the application or in connection therewith shall be under oath or affirmation.
- (c) The chief of police shall cause to be kept in his office an accurate record of every application received and acted upon together with all other information and dates pertinent thereto and all certificates of registration issued under the provisions of this article, and of the denial of applications.

(Ord. No. 90-C, § 5, 10-13-80)

Sec. 12-73. - Denial.

No certificate of registration shall be issued to any person who has been convicted of the commission of a felony under the laws of Illinois or any other state or federal law of the United States, within five (5) years of the date of the application; nor to any person who has been convicted of a violation

of any of the provisions of this article, nor to any person whose certificate of registration issued hereunder has previously been revoked as herein provided.

(Ord. No. 90-C, § 6, 10-13-80)

Sec. 12-74. - Issuance and fee.

- (a) The chief of police, after consideration of the application and all information obtained relative thereto, shall deny the application if the applicant does not possess the qualifications for such certificate of registration, consistent with the intent and purposes of this article. Endorsement shall be made by the chief of police upon the application of the denial of the application. If the chief of police does not so deny the application within five (5) business days from receipt of the application, the applicant shall be deemed to have been found to be fully qualified.
- (b) When the applicant is found to be fully qualified or after five (5) days with no finding by the chief of police, a certificate of registration shall be issued forthwith, upon payment of fee established by ordinance. The board of trustees may waive any fee required for a certificate of registration if the canvassing is for a social, political, religious or charitable purpose.

(Ord. No. 90-C, §§ 7, 19, 10-13-80)

**Cross reference—** Fee, § 9-78.

Sec. 12-75. - Identification badge.

Upon the issuance of the certificate of registration and upon the deposit by the canvasser of a fee established by ordinance, the village clerk shall issue to the canvasser an identification badge. The identification badge shall be worn upon the person of the canvasser in such place as to be clearly visible to the public in general. Upon completion of business within the village, the canvasser shall return the identification badge, in the same condition as when issued, to the clerk and shall receive a refund of the deposit.

(Ord. No. 90-C, § 9, 10-13-80)

**Cross reference—** Fee, § 9-78.

Sec. 12-76. - Term.

In no case shall any certificate of registration for canvassing or soliciting be valid for more than six (6) months. The certificate of registration shall state the expiration date thereof.

(Ord. No. 90-C, § 10, 10-13-80)

Sec. 12-77. - Revocation.

- (a) Any certificate of registration issued under this article shall be revoked by the chief of police if the holder of the certificate is convicted of a violation of any of the provisions of this article or has made a false material statement in the application, or otherwise becomes disqualified for the issuance of a certificate of registration under the terms of this article. Immediately upon such revocation, written notice thereof shall be given by the chief of police to the holder of the certificate in person or by certified U.S. mail addressed to his or her residence address as set forth in the application.
- (b) Immediately upon the giving of such notice the certificate of registration shall become null and void.



(Ord. No. 90-C, § 8, 10-13-80)

Secs. 12-78—12-90. - Reserved.