

VILLAGE OF HOFFMAN ESTATES – SOLICITOR INFORMATION & REGULATIONS

(Please note this application is for **door-to-door solicitors only**; street/intersection solicitors must contact the HE Police Dept.)

Application

Each solicitor must complete their own application, present identification (current & government issued) and apply in person. The license application can only be obtained by contacting the Village Clerk's Office (847)781-2625. Only complete applications will be accepted. *If your company has more than 4 solicitors applying, an appointment is required so we can best serve you.*

Fees

Solicitor license fee is \$90.00 (non-refundable) and expire April 30th of each year. **Note:** the Police Department **does not** accept applications or payment. Fees are due when the complete application is submitted to the Village Clerk.

Photos

Two passport size (2x2) color photographs are required to be **submitted** with your application. Photos must be current, identical and clear enough to see the applicant's face; no hats or sunglasses may be worn. These photos will not be returned to the solicitor.

Solicitor I.D. Badge

After license approval, a picture I.D. badge will be issued to each solicitor (we do not provide lanyards); solicitors **must wear their Hoffman Estates Solicitor I.D. badge** when soliciting and must have their business license available for presentation if necessary.

Solicitor Approval Process

A notice will be forwarded to the Clerk's office by the Police Department as to whether or not the application for solicitation has been approved. Upon obtaining approval, the applicant will be notified that the badge and license are ready for pick-up at our office. **Each solicitor will be required to appear in person** to pick up their ID badge. *Applications may take up to two weeks to process.*

Please read the Village Code 8-7-14 regarding Solicitors on the Reverse Side

Solicitation Time Restrictions

Solicitors shall not solicit prior to 10:00 a.m. and shall cease solicitation by 8:00 p.m. on weekdays; Saturday hours are from 10:00 a.m. to 6:00 p.m.; solicitation is **prohibited** on *Sunday and State or National holidays. A solicitor in violation of these time restrictions is subject to arrest. **Non-Profit ONLY may solicit Sunday from 10:00 a.m. to 6:00 p.m.*

Trespass Restriction/Posted "No Solicitation" signs

Solicitors shall not solicit at those residences/businesses where posted "No Solicitor" signs are displayed. Any solicitor who attempts to secure an audience with the occupant of a residence/business so posted is in violation of Chapter 8, Article 7-14 and subject to arrest.

Revocation of Solicitor License

Any violation of the "Solicitor" provisions shall be cause for revocation of license. Any false statement made on the application for a license or anyone who has otherwise become disqualified for the original issuance thereof shall be cause for revocation. Revocation of a license shall be cause to deny future applications. PROVISIONS OF CHAPTER 8, ARTICLE 7-14 WILL BE STRICTLY ENFORCED AS OUTLINED IN THIS SYNOPSIS.

VIOLATION OF THE TRESPASS RESTRICTIONS and/or POSTED "NO SOLICITATION" RULE WILL BE STRICTLY ENFORCED