



# CITY OF OREGON APPLICATION FOR SOLICITATION

<i>Office use only</i>
<b>Initial Application Date:</b> _____ <b>Permit#:</b> _____
<b>Employee Taking Initial Application:</b> _____

*Please Print*

Name of Applicant: (First, Middle, Last) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License or ID #\* \_\_\_\_\_ State: \_\_\_\_\_

\*DL or ID must be presented at the time of application

License Plate # \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Brief Description of the Business, Activity, Goods & Services being Solicited:

\_\_\_\_\_

\_\_\_\_\_

Name of Employer : \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Has the Applicant ever been convicted or plead guilty to a felony or misdemeanor: YES or NO

If yes, please give nature of offense, county, state and date of conviction or plea:

\_\_\_\_\_

\_\_\_\_\_

Has the Applicant ever had a permit denied, suspended, or revoked for noncompliance:

YES or NO

Please list and provide a copy of any license or permit which, under federal, state or local law, the applicant is required to have in order to conduct the proposed business. (i.e. Food License)

\_\_\_\_\_

\_\_\_\_\_

Date Range Requested for Soliciting (10 day maximum): \_\_\_\_\_

## Applicant Acknowledgments

- \_\_\_\_\_ (Initial) 1. I acknowledge that the information provided on this application is complete, true, and accurate to the best of my knowledge.
- \_\_\_\_\_ 2. I acknowledge that I am responsible for the following fees, totaling \$150.00.
- \_\_\_\_\_ 3. I acknowledge that the City of Oregon and the City of Oregon Police Department have up to 48 hours to process and respond to this application.
- \_\_\_\_\_ 4. I acknowledge that I am responsible for providing a surety bond in the amount of \$1,000.00.
- \_\_\_\_\_ (Initial) 5. I acknowledge that I am responsible for providing a fingerprint background check that has been completed within the last 90 days by an approved facility or agency.
- \_\_\_\_\_ (Initial) 6. I acknowledge that if approved for a Solicitor's Permit I shall wear my unaltered solicitor badge, so it is fully visible and unobstructed on the front of my outermost shirt or coat, and so it is readily visible and readable by all homeowners and citizens I approach for solicitation.
- \_\_\_\_\_ (Initial) 7. I acknowledge if approved for a Solicitor's Permit, it shall only be valid for the days printed on the permit.
- \_\_\_\_\_ (Initial) 8. I acknowledge that soliciting must be limited to the following times:  
Monday – Saturday 9:00 A.M – 7:00 PM, There shall be no soliciting on Sundays or Holidays.
- \_\_\_\_\_ (Initial) 9. I acknowledge that I may not attempt to solicit at any residential or business property which has signs posted for "No Solicitors" or " No Solicitation", or words of like manner.
- \_\_\_\_\_ (Initial) 10. I acknowledge and affirmatively state that no individual employee, independent contractor, employees of the independent contractor, volunteers or any other such person associated with the applicant is a convicted "sex offender" as defined by 730 ILCS 150/2, and as made similarly applicable to any other law enforcement jurisdiction throughout the United States. Every applicant shall include the name, addresses and dates of birth for every person who will be working with them in the city for the registered purpose, and shall provide an affidavit certifying that such persons, including the applicant, have not been convicted of any felony nor convicted of two or more occasions of driving under the influence of alcohol or drugs. Such certification as required in this paragraph shall be updated whenever any change in persons occurs for the applicant at any time during the registered year.
- \_\_\_\_\_ (Initial) 11. I acknowledge that if any of the above conditions are not met or violated, any and/or all the below may occur:
- a. Denial of requested Solicitor's Permit
  - b. Revocation of an issued Solicitor's Permit, including the loss of all paid fees for said Permit.
  - c. Issuance of a City of Oregon Ordinance Violation for each violation, with a fine of \$100.00 and not to exceed \$750.00 per occurrence.

**Solicitor Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Office Use Only

Permit Application Administratively Reviewed by: \_\_\_\_\_  
(Printed Name of Administrative Officer)

Solicitor's Permit:    APPROVED            or            DENIED            Date: \_\_\_\_\_

If denied, list the reason(s): \_\_\_\_\_  
\_\_\_\_\_

City of Oregon Official Signature: \_\_\_\_\_

**Solicitation Affidavit Form**

State of Illinois

County of \_\_\_\_\_

Before the undersigned, an officer duly commissioned by the laws of Illinois, on

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ personally appeared

\_\_\_\_\_ who having been first duly sworn depose and say:

No individual employees, independent contractors, employees of independent contractors, volunteers or any other such person associated with the registrant is a convicted "Sex Offender" as defined by the State of Illinois Statute 730 ILCS 150/2 and as may similarly be applicable to any by other law enforcement jurisdictions throughout the United States. And, that such persons, including the registrant, have not been convicted of any felony nor convicted on two (2) or more occasions of driving under the influence of alcohol or drugs.

\_\_\_\_\_  
Applicant's Signature

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

SEAL

## **6.52 SOLICITATIONS**

### **6.52.010 Definitions - Solicitations**

### **6.52.020 Prohibited Acts**

### **6.52.030 Permit Required**

### **6.52.040 Permit Application**

### **6.52.050 Permit Issuance**

### **6.52.055 Suspension Or Revocation Of Permit**

### **6.52.060 Violation - Penalty**

## **6.52.010 Definitions - Solicitations**

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

**CHARITABLE PURPOSE:** Means not-for-profits, philanthropic, religious, or other nonprofit objectives, including the benefit of poor, needy, sick, refugee or handicapped persons; the benefit of any church or religious society, sect, group or order; the benefit of a patriotic or veterans' association or organization; the benefit of any fraternal, social or civil organization, or the benefit of any educational institution. The term "charitable purpose" shall not be construed to include any direct benefit to the individual making the commercial home solicitation, to include the benefit of any political group or political organization which is subject to financial disclosure under state or federal law.

**SOLICITATION:** Means:

- A. The conduct whereby a person solicits property, financial aid, gifts in money, donations, contributions, or any article representing monetary value, or sells or offers to sell a product, article, tag, service, publication, ticket, advertisement or subscription on the plea or representation, whether expressed or implied, that the proceeds from the solicitation or sale are for a charitable purpose;
- B. Seeking to obtain orders for goods, wares, merchandise, foodstuffs, or services of any kind, character or description whatever;
- C. Seeking to obtain prospective customers for application for or purchase of insurance of any type, kind or character; or
- D. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and every other type or kind of publication.

(Code 1970, § 8-11-1; Code 1987, § 6-91; Ord. No. 2011-107, 9-26-2011)

**State Law reference**— Definitions relating to charitable solicitations, 225 ILCS 460/1.

## HISTORY

Amended by Ord. 2024-008 on 7/23/2024

## **6.52.020 Prohibited Acts**

- A. It shall be unlawful for any person to ring the bell, or knock on the door, or otherwise attempt to gain admittance for the purpose of engaging in solicitation at any residence, dwelling or apartment at which a sign bearing the words, "No Solicitors," or words of similar import indicating that such persons are not wanted on said premises, is painted, affixed, or otherwise exposed to public view; provided that this paragraph shall not apply to any persons who attempt to gain admittance to such residence at the invitation or with the consent of the occupant thereof.
- B. It shall be unlawful for any person to engage in solicitation activities on or upon private residential property between the hours of 7:00 p.m. to 9:00 a.m. on any day, except that there shall be no solicitation on Sundays or legal holidays.
- C. It shall be unlawful for any person engaging in solicitation to fail, at the outset, to disclose to the prospective buyer or donor his name and the name of the organization he represents.

- D. It shall be unlawful for any person engaged in solicitation to make any assertion, representation, or statement of fact which misrepresents the purpose of his call, or use any plan, scheme, or rule which misrepresents such purpose.
- E. It shall be unlawful for any person engaged in charitable solicitation to fail to provide, at the request of the purchaser, a written receipt, which receipt shall be signed by the person making the sale and set forth a brief description of the goods or services sold, the total purchase price thereof, the amount of cash payment, if any, and the balance due and terms of payment, if any.
- F. It shall be unlawful for any person engaged in solicitation to fail to provide at the request of the donor a written receipt acknowledging a contribution and personally signed by the person accepting such contribution.
- G. It shall be unlawful for any person to engage in solicitation in such a manner as to use threats, expressed or implied, or coercion as an inducement to make a sale or to receive a donation.
- H. It shall be unlawful for any person engaging in solicitation to continue efforts to make a sale or to receive a donation when specifically requested to discontinue such efforts by the prospective buyer or donor.
  - I. It shall be unlawful for any person to engage in solicitation after having been asked by the owner, manager or occupant of the dwelling to leave the premises.
- J. It shall be unlawful for any person engaged in solicitation to make false or misleading representations concerning the availability of credit or the nature of the transaction or obligation incurred.
- K. It shall be unlawful for any person to engage in solicitation to misrepresent the right of a buyer to rescind or cancel a sale under state and/or federal law.
- L. It shall be unlawful for any person to engage in solicitation to represent the goods are original or new if they are deteriorated, altered, reconditioned, reclaimed, used or secondhand.
- M. It shall be unlawful for any person engaged in solicitation to fail to obtain a signature of the homeowner or occupant for any change in utility service or other household service and provide a written receipt to the homeowner or occupant setting forth a brief description of the services change, the price or cost thereof any the terms and obligations of the service.
- N. Every registrant to this chapter shall, as part of said registration document, stipulate that no individual employees, independent contractors, employees of independent contractors, volunteers or any other such person associated with the registrant is a convicted "sex offender" as defined by the 730 ILCS 150/2 and as may similarly be applicable to any by other law enforcement jurisdictions throughout the United States. Every registrant shall include the names, addresses, and dates of birth for every person who will be working with them in the city for the registered purpose, and shall provide an affidavit certifying that such persons, including the registrant, have not been convicted of any felony, nor convicted on two or more occasions of driving under the influence of alcohol or drugs. Such certification as required in this paragraph shall be updated whenever any change in persons occurs for the registrant at any time during the registered year.

Solicitation activity by any person shall be permitted in the city at all places, subject to the limitation that it shall be unlawful for any person engaging in solicitation to:

- A. Obstruct any public street, public highway, public sidewalk, or public alley or way, or any other public place or building by hindering or impeding or tending to hinder or impede the free and uninterrupted passage of vehicles, traffic or pedestrians;
- B. Commit in or upon any public street, public highway, public sidewalk, alley or public way or any other public place or building, any act or thing which is an obstruction or interference to the free and uninterrupted use of property or with any business lawfully conducted by any person in or upon or facing or fronting on any such public street, public highway, public sidewalk, alley, or public way, or any other public place or building, all of which prevents the free and uninterrupted ingress, egress, or regress therein, thereof, and thereto, and no person shall, by his presence or by other means, either alone or in consort with others, interfere with or interrupt the conduct of business in the offices located in such buildings; or

- C. Obstruct or interfere with the free and uninterrupted use of private residential property as a residence by hindering or impeding, or tending to hinder or impede, the free, uninterrupted passage of vehicles or persons when any person engaging in solicitation have been requested to leave any private residential property by the owner, occupant, or person in charge thereof.

(Code 1970, § 8-11-4; Code 1987, § 6-94)

**State Law reference**— Obstructions on municipal property, 65 ILCS 5/11-80-3.

(Code 1970, § 8-11-2; Code 1987, § 6-92; Ord. No. 2011-107, 9-26-2011)

HISTORY

Amended by Ord. 2024-008 on 7/23/2024

**6.52.030 Permit Required**

- A. It is unlawful for any person to engage in solicitation as defined herein, either in person or by agent, in the city without having first obtained a permit therefore. The permit shall be displayed at all times and shall be worn or carried in plain sight using a badge or other holder issued by the city and shall be shown upon request by any resident or occupant of the house or residential dwelling being solicited. The permit shall be valid only on the date(s) reflected on the permit.
- B. A permit application shall be filled out in full and be accompanied by a fee per the fee schedule. The permit is valid for five days; thereafter, the charge is per the fee schedule. A \$1,000.00 surety bond is required and a copy of it brought in with the completed application.

(Code 1970, § 8-11-3; Code 1987, § 6-93; Ord. No. 2011-107, 9-26-2011)

HISTORY

Amended by Ord. 2024-008 on 7/23/2024

**6.52.040 Permit Application**

Applications for a permit to engage in solicitation shall be made to the city clerk on a written application form to be furnished by the clerk. The application shall be signed by each person seeking to engage in solicitation and shall provide the following information:

- A. Name and residential address of the applicant (verified by a valid driver's license), the business address of the applicant, if other than the residential address, and the social security number or employer identification number of the applicant. The applicant shall be required to show a valid driver's license, social security card, or other identification suitable to the city clerk or their designee to identify the applicant.
- B. Name and address of the person, firm, association or corporation by whom the applicant is employed or whom the applicant represents.
- C. A statement by the applicant identifying the goods and/or services the applicant would be merchandising or soliciting.
- D. A statement that the applicant will not engage in soliciting at any residence within the city, except between the hours of 9:00 a.m. and 7:00 p.m. In addition, there shall be no solicitation on Sundays or established city holidays.
- E. A statement that the applicant is aware that he or she cannot solicit at a residence where the owner or occupant has indicated that he/she does not want solicitation to occur by posting a sign stating, "No Solicitors or "No Solicitation," or words of like manner.
- F. Every applicant shall, as a part of said application process, stipulate and affirmatively state that no individual employee, independent contractor, employees of the independent contractor, volunteers or any

other such person associated with the applicant is a convicted "sex offender" as defined by 730 ILCS 150/2, and as made similarly applicable to any other law enforcement jurisdiction throughout the United States.

- G. Every applicant shall include the name, addresses and dates of birth for every person who will be working with them in the city for the registered purpose, and shall provide an affidavit certifying that such persons, including the applicant, have not been convicted of any felony nor convicted of two or more occasions of driving under the influence of alcohol or drugs. Such certification as required in this paragraph shall be updated whenever any change in persons occurs for the applicant at any time during the term of the permit.
- H. Each applicant must provide a fingerprint background check completed within ninety days of the date of the application from an approved facility or agency.

HISTORY

Amended by Ord. 2024-008 on 7/23/2024

**6.52.050 Permit Issuance**

- A. Fee: The fee for a permit under this chapter shall be as set forth in the City of Oregon Fee Schedule, as may be amended from time to time by the City. Each permit shall specify the dates covered by the permit and no permit shall span a period of time in excess of ten days. No permit shall be issued without a proper application being submitted and compliance with Section 6.52.040 at least forty-eight hours in advance of the issuance of the permit. A one-thousand-dollar surety bond is required, and a copy of the bond submitted with the completed application.

HISTORY

Adopted by Ord. 2024-008 on 7/23/2024

**6.52.055 Suspension Or Revocation Of Permit**

- A. Any license issued may be suspended or revoked for any of the following reason:
  - 1. Fraud or misrepresentation in the application for a permit;
  - 2. Fraud or misrepresentation in the course of conducting solicitation activities;
  - 3. Conducting solicitation activities contrary to the conditions of the license, or in violation of any ordinance of the city;
  - 4. Conduction solicitation activities in such a manner as to create a public nuisance or constitute a danger to the public health, safety or welfare
- B. The Chief of Police may, at his discretion, automatically suspend the permit upon the issuance of a citation for any violation of the city's ordinances to any one representative of a permitted person, pending the adjudication of the citation.
- C. Upon suspension or revocation, the city shall deliver written notice to the permit holder stating the action taken and the reasons supporting such action. The written notice shall be delivered to the permit holder's place of business or mailed to the permit holder's last know address.

HISTORY

Adopted by Ord. 2024-008 on 7/23/2024

**6.52.060 Violation - Penalty**

- A. Any person violating any provisions of this chapter shall, upon conviction thereof, be subject to the to a fine as provided in the general penalty section of this code for each offense .

HISTORY

Adopted by Ord. 2024-008 on 7/23/2024