



Village of Winnetka  
510 Green Bay Road, Winnetka, IL 60093

Permit No.:	_____
Application Date:	_____

## Solicitor / Peddler Permit Application

**Instructions:** This application must be completed in its entirety in order to process the application. False or incomplete information may cause the application to be delayed or denied.

Criminal History Responses from the State Police Bureau of Identification dated within 60 days of the application date must be included with the application. These responses are only obtainable by the individual applicant through a fingerprint check submitted to the State Police.

Submit completed applications to the *Chief of Police, Winnetka Police Department, 410 Green Bay Road, Winnetka, IL 60093*. For questions, contact the Police Department at 847-501-6034.

**Required Attachments:** A permit will not be issued without the following required attachments:

- **Evidence of authorization to solicit or peddle for the organization represented.**  
All solicitor permit applications should be accompanied by documentation on the letterhead of the organization represented stating that the applicant has permission to solicit on behalf of the organization.
- **Completed "Individual Applicant Information" page for each person soliciting or peddling as a result of this permit application.**  
Each individual who is soliciting must complete page four (4) of this application in its entirety.
- **Copy of the Criminal History Response as provided by the Illinois State Police Bureau of Identification**  
This response is provided by the State Police only after submission of fingerprints. The response must be dated within 60 days of this application for each individual solicitor or peddler. A list of commercial vendors of fingerprint services is available from the Illinois State Police website (fees may apply):  
<https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp>

**Additional Attachments:** The following items must be included if you or your organization is subject to the acts mentioned:

- **Copy of your Certificate of Registration under the Retailers' Occupation Tax Act** (if subject to the Transient Merchant Act of 1987).
- **Copy of the Illinois Secretary of State Registration Certificate** (if not subject to the above-listed Act). Certificate must clearly show the Federal or State registration numbers.

State Number: \_\_\_\_\_ Federal Number: \_\_\_\_\_

**OR:**

- **Copy of compliance with the Solicitation for Charity Act as set forth by the State of Illinois Attorney General**

Registration Number: \_\_\_\_\_



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**Firm, Corporation, Association, or Organization Information** (if not soliciting on behalf of yourself)

Name: \_\_\_\_\_  
(full and complete name; no abbreviations)

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please answer the following questions pertaining to the above:

1. Is it a church, school, or a religious, charitable, fraternal, patriotic, civic, or other organization located in the Village of Winnetka? Yes                  No
  
2. Is its membership made up primarily of Village of Winnetka residents, or owners or operators of property or businesses located in the Village of Winnetka? Yes                  No
  
3. Are its operations under the direction or control of Winnetka residents, owners or operators of property or businesses located in Winnetka? Yes                  No

Description of subject matter, goods, articles, commodities, or services to be solicited:  
\_\_\_\_\_

Date(s) of solicitation or peddling (90 day limit): \_\_\_\_\_

**Community Organizations Information** (as described in Section 5.48.010A)

Organization Name: \_\_\_\_\_

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

Please list the names, addresses, sex, and age of any Winnetka Residents over the age of 17:

\_\_\_\_\_  
\_\_\_\_\_

For Winnetka residents under the age of 17, please list the number of persons and connection to the organization (Scout Troop member, school grade, group member, etc.). Names and addresses of Winnetka Residents under the age of 17 are not required to be disclosed when soliciting for a community organization (WVC 5.48.010E3c).

\_\_\_\_\_  
\_\_\_\_\_



**Affidavit**

I swear or affirm that:

- \_\_\_ All of the above information is true and correct.
- \_\_\_ I have read and will abide by the Village of Winnetka Code provisions in effect.
- \_\_\_ I will submit such other information or documentation as the Chief of Police, Village Manager, or their designees may deem necessary to determine the identity of the applicant or to process the application.
- \_\_\_ I understand that this permit may be revoked for non-compliance with any of the above.
- \_\_\_ I understand that this application is a matter of Public Record and may be available for inspection by the public.
- \_\_\_ I understand and agree not to enter upon the property of any premises posted to forbid solicitors or peddlers nor those locations so registered with the Winnetka Police Department. (List of registered addresses provided upon issuance of a solicitor permit).
- \_\_\_ I understand and agree to leave any premises upon request of owner or occupants.
- \_\_\_ I understand and agree to abide by all provisions of state law and the Winnetka Village Code, including Section 5.48.010, which covers soliciting and peddling.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

State of Illinois        )  
                                  )        SS  
County of Cook        )

Subscribed and sworn to by me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

*For Office Use Only:*

Police Chief Recommendation:        Approved \_\_\_        Denied \_\_\_        Date \_\_\_\_\_

Reason for denial (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

Village Manager Determination (if denied by Chief of Police):        Approved \_\_\_        Denied \_\_\_        Date: \_\_\_\_\_

Reason for denial (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_



**Individual Applicant Information**

Complete for each individual solicitor or peddler covered by this application. Make copies of this page as needed. (Not required for Winnetka residents soliciting for Community Organizations as described in Section 5.48.010A).

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

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

Length of residence at above address: \_\_\_\_\_

Prior address if less than three (3) years at above-listed address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Driver's License / State ID Number: \_\_\_\_\_ State: \_\_\_\_\_

Position, rank, or title and length of time employed by or representing the organization on behalf of which you will be soliciting: \_\_\_\_\_

Date of the most recent prior application for peddler/solicitor permit: \_\_\_\_\_

Vehicles to be used: \_\_\_\_\_  
(Make, model, year, color, license plate # and State)

Has a permit issued to you by the Village of Winnetka ever been revoked? Yes                  No

Have you ever been convicted of a violation of any Village of Winnetka provision, or the provisions of any Illinois Municipality, or any Illinois statute regulating soliciting or peddling? Yes                  No

Have you ever been convicted of a felony under the laws of the State of Illinois or any other state, or under Federal laws of the United States? Yes                  No

Have you ever been convicted of any crime involving Fraud, Misrepresentation, Unauthorized Entry to Property, or Moral Turpitude? Yes                  No

If any of the above answers are Yes, provide dates, charges, and other supporting information:  
\_\_\_\_\_  
\_\_\_\_\_