

Solicitor / Peddler Permit Information Sheet

Definition of Solicitor: Any person who, not having been invited by another (except on premises where that person is employed or resides), takes or attempts to take orders for the sale of goods, merchandise, wares, or other personal property of any nature for future delivery, or for services performed in the future. A solicitor shall also include any person who distributes handbills and flyers advertising a commercial event or service. (Village Code 3-12-1)

Definition of Peddler: Any person who, not having been invited by another, carries or transports goods, wares, merchandise or personal property of any nature and offers the same for sale (except on premises where that person is employed or resides). A peddler shall also include any person who solicits orders and, as a separate transaction, makes a subsequent delivery to a purchaser. (Village Code: 3-12-1)

Process for Solicitor's Permit:

- Fill out the Application for Solicitation and bring it to the Manteno Police Station (110 Marquette Place South)
- Pay a \$50.00 fingerprint and criminal background investigation fee at the time the application is turned in
- There may be up to a 72 hour waiting period for the criminal background check
- If the background check is clear and there is no other cause to deny approval of the application, you will be contacted to return to the Police Station to complete the process
- Pay \$50.00 Village of Manteno Solicitor's Permit Fee
- Get issued a Solicitor's ID
 - good for 30 days
 - must be worn at all times while soliciting
 - Not transferable to any other individuals

Permit Expiration: All permits shall show the days during which the solicitor or peddler is authorized to conduct his activities. The Solicitor's Permit will not be valid outside of those dates.

Permitted Hours: Monday – Saturday: 9:00 a.m. – 9:00 p.m.
Sunday: 12:00 p.m. – 9:00 p.m.

It is unlawful to enter upon any private premises which has a sign bearing "No Peddlers" or "No Solicitors". This included the entirety of the four 55 year or older modular home (mobile home) communities that are considered private property.

- **Maple Valley on N. Birch Street**
- **Maple Crest Manor on N. Birch Street**
- **Maple Ridge on E. Third Street**
- **Oak Ridge on S. Sycamore Road**

If requested to leave a premise, the solicitor or peddler must do so immediately and peacefully.

Complete code for Solicitors & Peddlers can be found in: [Title 3, Chapter 12 of our Village Code.](#)



VILLAGE OF MANTENO
APPLICATION FOR SOLICITATION / PEDDLER PERMIT

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

Please Print

Name of Applicant: (First/Last) _____ M.I. _____
Address: _____
City: _____ State: _____
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 or Activity: _____

Name of Employer : _____
Address: _____
City: _____ State: _____
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 with the Village of Manteno Code: 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 (30 day maximum): _____

Applicant Acknowledgments

1. I acknowledge that the information provided on this application is complete, true, and accurate to the best of my knowledge.
(Initial) _____
2. I acknowledge that I am responsible for the following fees, totaling \$100.00:
(Initial) _____
 - \$50.00 Per Person – Manteno Police Department Fingerprinting and processing, **due upon submitting this application**
 - \$50.00 Per Person – Village of Manteno Solicitor Permit Fee, **due upon receiving an approved solicitor's permit**
3. I acknowledge that the Manteno Police Department shall take my fingerprints and run a criminal background check on me as a part of the Solicitor Permit Application Process, and I give them my consent to do so.
(Initial) _____
4. I acknowledge that the Village of Manteno and the Manteno Police Department have up to three (3) business days to process and respond to this application.
(Initial) _____
5. 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) _____
6. I acknowledge if approved for a Solicitor's Permit, it shall only be valid for the days printed on the permit.
(Initial) _____
7. I acknowledge that soliciting must be limited to the following times:
(Initial) _____
 - MONDAY – SATURDAY 9:00 A.M – 9:00 P.M.
 - SUNDAY 12:00 P.M. – 9:00 P.M.
8. I acknowledge that I may not attempt to solicit at any residential or business property which has signs posted for "NO SOLICITORS", including the entirety of the following manufactured home communities ("trailer parks"):
(Initial) _____
 - Maple Valley, located on N. Birch Street
 - Maple Crest Manor, located on N. Birch Street
 - Maple Ridge, located on E. Third Street (9000N. Road)
 - Oak Ridge, located on S. Sycamore Road
9. I acknowledge that if any of the above conditions are not met or violated, any and/or all of the below may occur:
(Initial) _____
 - Denial of requested Solicitor's Permit
 - Barment from receiving future Solicitor's Permits
 - Revocation of an issued Solicitor's Permit, including the loss of all paid fees for said Permit
 - Issuance of a Village Ordinance Violation Citation for each violation, with a fine of \$100.00 per citation

Solicitor Applicant Signature: _____ **Date:** _____

Office Use Only

_____ \$50.00 Fingerprint and Processing Fee *accepted on date of initial application?*
(Initial) _____ (circle one) Cash Credit

_____ \$50.00 Village of Manteno Solicitor Permit Fee
accepted on date permit issuance, if applicable? (circle one) Cash Credit

Criminal Background Investigation Completed by: _____

Solicitor's Permit: APPROVED or DENIED Date: _____

If denied: List reason: _____

Manteno Police Official Signature: _____

