

Door to Door Solicitation FAQ’s

**Who can solicit within the City of Geneseo?**

1. Any person who has obtained a valid certificate of registration. No Certificate of registration shall be issued to any person who has been convicted of the commission of a felony under the laws of the state or any other state or federal law of the Unites States within 5 years of the date of application, not to any person who is a registered sex offender in this or any other state, nor to any person whose certificate of registration issued hereunder has previously been revoked.

**What is the procedure to apply for Solicitation?**

1. The company and each applicant MUST fill out an application and turn into the City Clerk at City Hall – 115 S Oakwood Ave, Geneseo, IL 61254.
2. The Police Chief shall require every applicant to submit to photographing and FBI background check/fingerprinting by the police department in connection with the application for a certificate. The city hall staff must collect a fee for each application for the cost of fingerprinting and any photo identification, which shall not be more than $36.50.
3. Application for a license shall be made in writing to the city clerk at least ten days prior to the time the application desires to commence such business.
4. Once the information is verified by the police department, and all fees are paid the City Clerk will check that all the proper paperwork has been submitted and approve the company and each individual for a license.

**What are the application requirements?**

1. The company and each applicant must fill out each section.
2. Business Information (Name and address of person firm or corporation whom applicant is employed by or represents, business phone, business E-mail and/or web page, length of employment with listed company, description of the subject matter of the soliciting in which the applicant will engage, date of previous application, has certificate of registration issued to the applicant/business under this ordinance ever been revoked, sales tad ID number, Tax Exemption Number)
3. Registration Type
4. Dates that are being requested (only those dates listed will be approved)
5. Valid Driver’s License
6. Valid Business License
7. Permit Bond in the penal sum of $1,000 to the city
8. Evidence of Insurance Coverage

**How much is a Solicitors License?**

1. Solicitor: $50.00 for the first day and $10.00 for each day after
2. Hawker: $50.00 for the first day and $50.00 for each day after
3. Peddler: $50.00 for the first day and $50.00 for each day after

**Do I need to my keep license on me while soliciting?**

1. Yes. You will need to keep solicitors license and your ID from the police dept (with your picture) on you at all times while soliciting.

**What hours can I solicit?**

1. It is unlawful and shall constitute a nuisance for any person to go upon any premises and ring the doorbell upon or near any door of residence location prior to 9:00 a.m. or after 5:30 p.m. of any weekday.

**When is solicitation prohibited?**

1. Anytime on a Saturday, Sunday, or on a state or national holiday.

**Definitions:**

* Hawker: A solicitor who seeks to sell or obtain orders for property or who conducts his business form one or more specified locations specifically advertised or held out of the purpose of business.
* Peddler: A solicitor who seeks to sell or obtain orders for property, as set forth in this article, who travels to the location of the prospective customer in order to conduct his business.
* Registered Solicitor: Any person who has obtained a valid certificate of registration as hereinafter provided, which certificate is in the possession of the solicitor on his person while engaged in soliciting.

**Soliciting means any one or more of the following activities:**

1. Seeking to sell or obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character, or description whatever for any kind of consideration whatever;
2. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and every other type or kind of publication; or
3. 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.



Restrictions on all Door-to-Door Solicitations:

1. Do NOT say you represent, were sent by, or affiliated with the City of Geneseo, Nicor Gas, or Republic Services.
2. Do NOT solicit at a residence or nonresidential if there is a “No Trespassing”, “No Peddlers”, “No Solicitors”, or any other similar sign indicating that the occupant of such premises or residence desire not to be disturbed or to have their rights of privacy disturbed.
3. Do NOT be pushy.
4. Authorized solicitation days/times: Monday through Friday from 9:00am to 5:30pm. NO Saturdays, Sundays, or any state or federal holidays.
5. You MUST have your original solicitation license on you at all times during solicitation, and provide it to residents or law enforcement when asked.
6. Do NOT ask/insist that the resident show you their utility bills, or any other bills.
7. Do NOT try to enter houses, unless invited in.
8. You MUST leave or cease solicitation of any residence or nonresidential upon receiving from any person in charge of said premises or an occupant request you to leave or to cease solicitation.