



THE CITY OF HIGHLAND PARK  
APPLICATION FOR CERTIFICATE OF REGISTRATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M: \_\_\_\_\_

***(IF APPLICANT IS UNDER THE AGE OF 16, THE APPLICATION MUST BE CO-SIGNED BY A PERSON OVER THE AGE OF 18)***

Co-signers Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ SSN (optional): \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers License: \_\_\_\_\_ State: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eye: \_\_\_\_\_

Name and address of the person, firm, corporation or association by whom the applicant is employed or represents, and the length of time of such employment or representation:

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Sales Tax ID# \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Length of employment \_\_\_\_\_

Business Contact Person/Supervisor \_\_\_\_\_

Clearly State the nature of your business: \_\_\_\_\_

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

Name and address of employer(s) during the past three years, other than present employer:

1. Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Length of employment: \_\_\_\_\_.

2. Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Length of employment: \_\_\_\_\_.

The date, or approximate date, of the latest or previous application for solicitor registration in the City of Highland Park.

Date: \_\_\_\_\_ None (check here) \_\_\_\_\_

You must have the proper authority to conduct business in the State of Illinois. Please attach the appropriate documentation to verify this authority.

In addition, you must submit a state photo identification at time of application.

Have you ever had a peddler or solicitor license revoked by the City of Highland Park or any other municipality? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe when, where and the reason the license was revoked \_\_\_\_\_

Have you ever been convicted of a violation of the Ordinances regulating solicitation in the City of Highland Park or any other municipality? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe when, where and the nature of the violation \_\_\_\_\_

Have you ever been convicted of a felony or convicted of a misdemeanor or an ordinance violation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe when, where and the nature of the offense \_\_\_\_\_

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**I understand that I am to use the principle approach to a residence and I am not to engage in peddling or solicitation on any premise that has prominently displayed notice of "NO SOLICITORS ALLOWED" \_\_\_\_\_ (initial)**

**I understand that it is unlawful for any person to engage in solicitation or peddling at any time before or after the times that have been designated below. \_\_\_\_\_ (initials)**

Solicitation hours: 9:00am to 9:00pm Weekdays.  
9:00am to 6:00pm Saturdays.  
None on Sundays or Holidays.

I HEREBY CERTIFY THAT THE PREVIOUS STATEMENTS ARE TRUE AND ACCURATE AND I UNDERSTAND THAT IF ANY INFORMATION IS FOUND TO BE INCOMPLETE OR INACCURATE, THEN THE REGISTRATION WILL NOT BE ISSUED. FURTHERMORE, ANY LICENSE ISSUED FOR THE PURPOSE OF SOLICITATION OR PEDDLING MAY BE REVOKED AS A RESULT OF THE LAW VIOLATION OF ANY CITY OF HIGHLAND PARK ORDINANCE, OR ANY OTHER STATE OR FEDERAL LAW.

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

FOR DEPARTMENT USE ONLY

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

REVOKED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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

***Highland Park Police Certificate of Registration Application  
Guidelines***

- A certificate of registration application (solicitor permit application) must be completed by each person who wishes to solicit.
- Incomplete or inaccurate applications will automatically be declined.
- Any applicant convicted of a felony within the last 5 years will automatically be declined.
- A photocopy of the applicants Drivers License or State ID must be affixed to each application.
- There is a \$25 organization fee for soliciting.
- There is a \$10 solicitor fee for each applicant.
- Checks should be made payable to The City of Highland Park.
- A digital photograph (head and shoulders) is required for the solicitor certificate of registration (permit). Digital photos can be emailed to [msolesky@cityhpil.com](mailto:msolesky@cityhpil.com).
- All fees are due at the time the applications are submitted for approval.
- Solicitor certificates of registration (permits) are valid for 7 days.
- Solicitor certificates of registration are renewable but all fees must be paid again.
- Waiver of fees may be granted only by the Highland Park Police Chief.
- To request a waiver of fees, fax a letter (847-432-7706) addressed to Chief Paul S. Shafer stating why you feel the fees should be waived.