

Village of Round Lake  
442 Cedar Lake Road  
Round Lake Illinois 60073  
847-546-5400 – Fax: 847-546-5405

Jim Dietz  
Mayor

Joyce Swieton  
Village Clerk

## SOLICITOR LICENSE APPLICATION

1. Applications must be submitted to the Village Clerk or Deputy Clerk at Village Hall. A complete application consists of:
  - Completed and signed application
  - Copy of driver license
  - Bond for \$1,000
  - Payment of fingerprint fee
    - a. A check must be submitted in the amount of \$20.00 (twenty) dollars made payable to the Village of Round Lake for fingerprints. Results on fingerprints are sent to the Village Clerk and the timeframe on the results is 2-6 weeks.
  - Payment of license fee
2. A copy of the application will be given to the applicant to take to CENCOM for fingerprinting.

### 3. LICENSE FEES

**For Soliciting:**

For one day or any part thereof, ten dollars (\$10.00);

For one month or any part thereof, two hundred dollars (\$200.00).

**For Ice Cream Vendors:**

For one year, one hundred dollars (\$100.00)

5. The license will be issued once a report is received from the Police Department regarding their review of the background check and the Village Clerk finds that all items are in conformance with Village Code.

### DRIVING DIRECTIONS TO CENCOM:

Distance: **1.03 mi** Time: **4 mins**

1. Start at **442 N CEDAR LAKE RD, ROUND LAKE** going toward **HART RD**
2. Turn Left on **HART RD** - go **0.2** mi
3. Turn Right on **SUNSET DR** - go **0.5** mi
4. Turn Left on **LONG LAKE DR** - go **0.3** mi
5. Turn Right on **LOTUS DR**
6. Arrive at **911 LOTUS DR, ROUND LAKE BEACH,** on the Right

SOLICITOR/PEDDLER APPLICATION

**SOLICITOR/PEDDLER APPLICATION**

**For one day or any part thereof, ten dollars (\$10.00)**

**For one month or any part thereof, two hundred dollars (\$200.00)**

**Mobile Ice Cream Vendors: one hundred dollars (\$100.00) annually**

**Fingerprint Fee: Per Current State Police Rates**

**(Village Code-Chapter 5.40 PEDDLERS AND SOLICITORS)**

**(Please Print)**

1.) Applicant Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Physical Description: Sex: M F Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Color of Eyes \_\_\_\_\_

2.) Name and address of the firm for or on whose behalf the orders are solicited:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3.) Location of proposed sale or solicitation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.) Length of time to be sought to be covered by the license: \_\_\_\_\_

5.) Brief description of the nature of the applicant's business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6.) Motor vehicle information (if a vehicle is to be used in the proposed solicitation):

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

License Number: \_\_\_\_\_

7.) Have you ever been convicted of any crime, if so, state the nature of the offense and the penalty imposed:

\_\_\_\_\_

\_\_\_\_\_

8.) Submit a copy of current driver's license

9.) Fingerprints are to be taken at the CENCOM 911 Building located at 911 Lotus Drive, Round Lake Beach, IL 60073

**A check for \$20.00 must be made payable to the Village of Round Lake and submitted with the application. Application will not be approved until the results from the fingerprinting are received which could take as long as 6 weeks.**

SOLICITOR/PEDDLER APPLICATION

10.) List the addresses of the last three places of such business:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

11.) If food is in any way involved, a certificate from the Lake County Health Department must accompany the application.

12.) A bond must be provided by a surety company in the amount of \$1,000.

Please initial each of the following items:

13.) Each solicitor or peddler shall at all times while doing business in this Village, keep in his or her possession the license provided and shall, upon the request of prospective customers, exhibit the license as evidence that he or she has complied with all requirements. \_\_\_\_\_

14.) Each solicitor must honor all "no solicitor's signs" exhibited on residences or businesses. Any violations of this will result in the immediate revocation of the solicitor's license. \_\_\_\_\_

15.) License is not transferable in any situation and are to be applicable only to the person filing the application. \_\_\_\_\_

16.) Solicitation hours are 9:00 a.m. to 9:00 p.m. each day and no solicitation or peddling shall be done on Sundays or legal holidays. \_\_\_\_\_

17.) Ice Cream Vendor and Solicitations in the ROW hours are 9:00 a.m. to 7:30 p.m. each day or until sunset as defined by the National Weather Service, whichever occurs first, each day and on Sundays or legal holidays. \_\_\_\_\_

**RIGHT-OF-WAY SOLICITING RESTRICTIONS & REGULATIONS**

- 1. Solicitations in the Village rights-of-way can only be conducted in a maximum of two (2) intersections per day in the Village.
- 2. No more than one permit holder may solicit in a Village right-of-way or intersection at one time.
- 3. Reflective vests must be worn at all times.
- 4. At least two (2) individuals must be present at all times.
- 5. All participants must be at least eighteen (18) years of age.
- 6. No more than one (1) solicitation permit may be issued to any individual or group per calendar year. A maximum of two (2) solicitation permits may be issued for any one (1) month for solicitation conducted in a Village right-of-way or at an intersection.
- 7. Solicitations in the ROW hours are 9:00 a.m. to 7:30 p.m. each day or until sunset as defined by the National Weather Service, whichever occurs first, each day and on Sundays or legal holidays.

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

SOLICITOR/PEDDLER APPLICATION

**Additional Employees Working in the Village of Round Lake for the Applicant/Owner**

1.) Employee Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Physical Description: Sex: M F Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Color of Eyes \_\_\_\_\_

2.) Employee Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Physical Description: Sex: M F Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Color of Eyes \_\_\_\_\_

3.) Employee Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Physical Description: Sex: M F Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Color of Eyes \_\_\_\_\_

4.) Employee Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Physical Description: Sex: M F Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Color of Eyes \_\_\_\_\_