

Door To Door Solicitation FAQ's



1. Who can solicit in the City of Dixon?
 - a. Any person or organization can engage in commercial door to door solicitation in the city of Dixon after securing a license. The organization and each individual representing the company shall be required to be licensed.

2. What is the procedure to apply?
 - a. The company and each applicant must fill out an application and turn into the City Clerk at City Hall.
 - b. Payment of the \$20 non-refundable deposit at City Hall for the company and each applicant.
 - c. Once deposit is received, the police will complete a background check, and approve the company and each individual.
 - d. Once all the information is verified and signed off by the police department, the Mayor and City Clerk will check records and approve the company and individuals for a license.

3. What are the application requirements?
 - a. The company and each individual application must be filled out completely and correctly. All lines must be filled out.
 - b. Copy of Driver's License or State ID for each applicant.
 - c. **Must** have the applicant(s) who are authorized to solicit for the company listed on the company's application.
 - d. Dates that are being requested **must** be listed. Only those dates listed will be authorized. It can take up to 10 days to be approved, keep that in mind when requesting dates. If not approved by the dates requested (if under 10 days), the deposit will be forfeited.

4. How much is it to apply for a solicitation license?
 - a. \$20 non-refundable deposit for the company and each individual applying for a solicitor license.

5. How much is it a day to solicit?
 - a. \$20 per day, per the company and each individual soliciting. (Monday thru Saturday from 9am-7pm.)

6. Will my deposit be applied to my license?
 - a. Yes, if you are approved your \$20 deposit will be applied as a payment for one of your days you request for solicitation.

7. Do I need to keep the license with me when out soliciting?
 - a. Yes! The original license must be with you at all times.

RESTRICTIONS APPLICABLE TO ALL DOOR TO DOOR SOLICITATION:

1. Do NOT say you represent, were sent by, or affiliated with the City of Dixon, ComEd, or Nicor.
2. Authorized solicitation days/times: Monday through Saturday from 9:00am to 7:00pm. NO Sundays or any Holiday recognized by the State of Illinois.
3. You MUST have your original solicitation license on you at all times during solicitation, and provide it to residents or law enforcement when asked.
4. Do NOT Solicit at a residence or nonresidential if there is a "No Trespassing", "No Peddlers", "No Solicitors", or any other similar notice indicating that the occupant or occupants of such premises or residence desire not to be disturbed or to have their rights of privacy disturbed.
5. Do NOT be pushy or rude.
6. 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.
7. Do NOT ask/insist that the resident show you their utility bills, or any other bills.
8. Do NOT try to enter people's houses, unless they invite you in.
9. Locations that Solicitation is NOT ALLOWED:
 - a. Canterbury Apartments
 - b. Freedom Walk
 - c. Dixon River
 - d. Countryside Lane
 - e. McReynolds Tower
 - f. Lee County Housing Authority

