



# WASHINGTON TOWNSHIP

CLERK'S OFFICE

43 SCHOOLEY'S MTN. ROAD

LONG VALLEY, NJ 07853

(908) 876-3315 (908) 876-5138 FAX

www.wtmorris.net

## APPLICATION FOR PEDDLERS AND SOLICITORS

### Package Contents:

- Washington Township's Solicitors License Application for Sales of Goods and Services.
- NJ Universal Fingerprint Form
- Please view the Township Ordinance [www.wtmorris.org](http://www.wtmorris.org), Select 'Code Book' at the bottom of the home page.

### Procedure:

- If this is your **first application** to Washington Township for a Peddlers/Solicitors Permit you must submit to a **fingerprint and background check**.
- If you have applied to Washington Township for a Peddlers/Solicitors Permit, and been issued a Permit in the past, you must undergo a **background check only**.

<b>Fingerprinting</b>	<ul style="list-style-type: none"> <li>• NJ Universal Fingerprint Form included in application packet.</li> <li>• Call Township Police Department to obtain IC#, clearly print that number in box 7 of the form.</li> <li>• Schedule an appointment, pay fee to agency.</li> <li>• Attach copy of Fingerprint Form AND receipt from your appointment to the Peddler/Solicitor Application</li> </ul>
<b>Background Check</b>	<ul style="list-style-type: none"> <li>• Submit application for Criminal History Background Check at: <a href="http://www.njportal.com/njsp/criminalrecods">www.njportal.com/njsp/criminalrecods</a>.</li> <li>• Use ORI# NJ0143800, this ensures results will be sent to Washington Township</li> <li>• Pay the background check fee online</li> <li>• Attach submission receipt to the Peddler/Solicitor Application</li> </ul>

- Fully complete the application and return it to the Washington Township Clerk's Office, 43 Schooley's Mountain Road. The application process begins when you submit all the following documentation:
  - \$25 application fee, payable to **Washington Township**.
  - Two (2) 2x2 photographs of the applicant
  - Attach copies from fingerprinting and/or background check receipts and forms to application.
- If there is any food involved in your business you must also register with the Washington Township Health Department. 908-876-3650
- If there is cooking, open flame or heating of food, please consult with the Fire Prevention Dept. 908-876-8637
- The application process is complete when the Clerk's Office receives the results of the background check and fingerprinting from the Washington Township Police Department. The Clerk's Office will notify applicant when it is time to pick up the license/permit.
- When you pick up the license/permit please remit the license fee, via check, payable to **Washington Township**.
 

\$5.00 per day	\$10.00 per week	\$25.00 per month	\$100.00 per year
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### Exceptions:

- Please see Ordinance 143.3 for details regarding Veterans and noncommercial solicitation exceptions.

**Please allow eight weeks for the process of your application and the State Police background check.**