



City of Pleasantville

SOLICITOR PERMIT CHECKLIST

- _____ COMPLETED APPLICATION
- _____ COPY OF DRIVER'S LICENSE
- _____ PHOTOGRAPH (Taken at the City Clerk's Office)
- _____ INSTRUCTIONS TO REQUEST AN ELECTRONIC (On-Line)
CRIMINAL HISTORY RECORD FROM THE NEW JERSEY STATE
POLICE. UPON COMPLETION OF YOUR REQUEST, YOU MUST
PROVIDE A CONFIRMATION PRINTOUT FROM THE WEBSITE.
- _____ FEES (\$5.00) payable upon approval of application.

Received: _____

Forwarded to Police Dept.: _____

Approved/Denied: _____



City of Pleasantville

APPLICATION FOR SOLICITOR PERMIT

NAME: _____ SOC. SEC. #: _____

SEX: _____ HEIGHT: _____ WEIGHT: _____ BIRTH DATE: _____

PERMANENT HOME ADDRESS: _____

TEMPORARY HOME ADDRESS: _____

TELEPHONE NUMBERS: HOME _____ CELLULAR _____

NAME OF POLICE DEPARTMENT IN YOUR HOME TOWN: _____

DESCRIBE THE NATURE OF YOUR BUSINESS AND THE GOODS TO BE SOLD OR SERVICES TO BE PERFORMED : _____

NAME/ADDRESS/TELEPHONE NUMBER OF EMPLOYER (attach credential showing relationship):

LENGTH OF TIME PERMIT IS DESIRED: _____

IF A VEHICLE IS TO BE USED FOR SOLICITING, PROVIDE STATE LICENSE NO. AND DESCRIPTION:

PLACE WHERE THE GOODS PROPOSED TO BE SOLD OR ORDERS TAKEN FOR SALE ARE MANUFACTURED OR PRODUCED, WHERE THEY ARE LOCATED AT THIS TIME AND THE PROPOSED METHOD OF DELIVERY:

NAMES OF TWO (2) RELIABLE BUSINESS OWNERS (INCLUDE ADDRESS AND TELEPHONE NUMBER), WHO WILL CERTIFY TO YOUR CHARACTER AND BUSINESS RESPECTABILITY:

1. _____

2. _____

IN LIEU OF LOCAL REFERENCES, PRESENT EVIDENCE TO YOUR CHARACTER AND BUSINESS RESPONSIBILITY THAT WILL ENABLE INVESTIGATORS TO EVALUATE THE SAME:

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OR VIOLATION OF ANY MUNICIPAL ORDINANCE? _____
IF SO, STATE THE NATURE OF THE OFFENSE AND PUNISHMENT OR PENALTY RECEIVED:

I SUBMIT WITH THIS APPLICATION AND A CRIMINAL HISTORY CONFIRMATION PRINTOUT FROM THE WEBSITE.

I, _____, BEING DULY SWORN, DEPOSE AND SAY THAT I AM THE ABOVE PERSON. I SIGNED THE FOREGOING STATEMENT. I PERSONALLY READ AND ENTERED BY HAND, ANSWERS TO EACH AND EVERY QUESTION HEREIN AND I DO SOLEMNLY SWEAR THAT EACH AND EVERY ANSWER IS FULL, TRUE AND CORRECT IN EVERY RESPECT.

Applicant's Signature

Sworn to before me, this _____
day of _____, 20____.

Notary Public

**ELECTRONIC REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION
FOR NON-CRIMINAL JUSTIC PURPOSE (Form 212-A)**

APPLICANT INSTRUCTIONS- STEP 1

For the purpose of these instructions, electronic filing is to be used for Firearms Licensing & Local Ordinance only.

Local Ordinance

To be used for those applicants who are applying with the City of Pleasantville for a Mercantile, Taxi, Vendor or other local ordinance regulation which would require a Criminal History Record Check of the applicant.

Firearms licensing

To be used for those applicants who, already have been issued a Firearms Identification Card and/or have a SBI number by the NJ State Police specifically for FIREARMS.

First time firearms applicants must complete the NJ Universal Fingerprint Form so they can be fingerprinted through the Morpho Trust Company.

APPLICANT INSTRUCTIONS- STEP 2

- ✓ Applicant must be provided with the nine-digit Originating Agency Identification Number (ORI)
- ✓ The Pleasantville Police Department ORI number is: **NJ0011900**
- ✓ Applicant will log on to **<https://www.njportal.com/njsp/criminalrecords/>** and click on the **ONLINE FORM 212**, a highlighted block located on the lower left side of the page.
- ✓ The applicant will follow the prompts for demographic and payment information.
- ✓ Upon completion of the form, the applicant will receive an email Confirmation & Receipt that will include a confirmation number.
- ✓ At this time the request will be forwarded to the Pleasantville Police Department's work queue for approval and submission to the NJ State Police for processing.
- ✓ The applicant can find more detailed information by clicking on the **Help Tab**, located on the top right side of the page.