



CITY OF PLEASANTVILLE

VENDOR/PEDDLER'S CHECKLIST

- _____ COMPLETED APPLICATION

- _____ COPY OF DRIVER'S LICENSE

- _____ BOARD OF HEALTH CERTIFICATE (if applicable)

- _____ COPY OF REGISTRATION & INSURANCE (if applicable)

- _____ 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 (\$300.00) payable upon approval of application.

Received _____
To Police Dept. _____
Approved/Denied _____

Fee: \$300.00

Date: _____

FILL IN ALL SPACES COMPLETELY

NAME: _____ FED.ID/SS# _____

PERMANENT HOME ADDRESS: _____

PHONE# _____

NAME AND ADDRESS OF FIRM REPRESENTED: _____

DESCRIPTION OF THE GOODS TO BE SOLD: _____

NAME AND ADDRESS WHERE GOODS ARE PURCHASED: _____

THREE PERSONAL REFERENCES:

APPLICANT'S PLACE/S OF RESIDENCE FOR THE PRECEDING THREE (3) YRS:

HAVE YOU EVER BEEN CONVICTED OF A CRIME: _____

IF YES, NATURE OF OFFENSE: _____

LENGTH OF TIME FOR WHICH THE LICENSE IS DESIRED: _____

APPLICANT'S SIGNATURE: _____

CITY CLERK _____ DATE _____

ADMINISTRATOR _____ DATE _____

CHIEF OF POLICE _____ DATE _____

MAYOR _____ DATE _____

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 only for those applicants who, already have been issued a Firearms Identification Card and/or have a SBI number issued 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 MorphoTrust 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 **ON LINE FORM 212A**, 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.