



New Jersey Universal Fingerprint Form

www.bioapplicant.com/nj

(1) Originating Agency Number (ORI #) NJ0072200		(2) Category LOX	(3) Statute Number 13:59-1		
(4) Reason for Fingerprinting LOCAL ORDINANCE			(5) Document Type S1	(6) Payment Information \$40.66	
(7) Contributor's Case # (Unique Identifier) 003			(8) Miscellaneous 003 CANVASSING		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City	State	Zip	
(21) Gender (Select one) [] Female [] Male [] Both		(22) Hair Color	(23) Eye Color	(24) Race (Select One) [A] Asian/ Pacific Islander (includes Asian Indian) [B] Black [I] American Indian / Alaska Native [W] White (Includes Hispanic/ Spanish Origin) [U] Unknown	
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address			
		City	State	Zip	
<p>Identification Requirement - Acceptable identification must be presented at the <u>time of printing</u>. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).</p>					

Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG_NJAPP_020115_V2, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at 1-877-503-5981, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover, and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center **before the deadline of 5PM EST** the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.66) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG_NJAPP_020115_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.66) appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

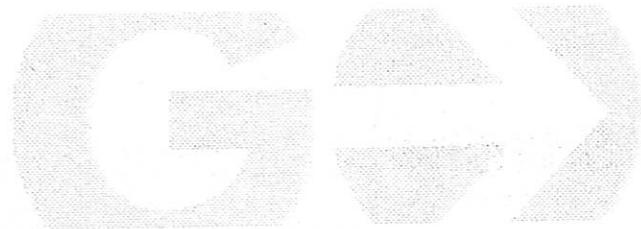
PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information: WEST ORANGE PD		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM



New Jersey Fingerprinting Services

Locations and Hours

Irvington

Irvington
50 Union Ave
Irvington, NJ 07111

Hours: *M-F 9-5*

Newark

Newark
124 Halsey Street
Newark, NJ 07102

Hours: *M-F 9-5*

Paramus

Paramus
299 Forest Ave
Paramus, NJ 07652

Hours: *M, W, Th, F 9-5; T 12-8; 2nd & 4th Sat 9-5*

Parsippany

Parsippany
601 Jefferson Road
Parsippany, NJ 07054

Hours: *M, T, W, F 9-5; Th 12-8; 2nd & 4th Sat 9-5*

TOWNSHIP OF WEST ORANGE

APPLICATION FOR PEDDLER'S PERMIT

(Peddler shall include the terms door to door salesperson, hawker, solicitor, canvasser, distributor, vendor)

Permit #: _____ Date: _____

Name: _____

Address: (Home) _____ Phone: _____

How long at this address?: _____

Previous address (if less than 2 years)? _____

Business/Organization Name: _____

Address: _____ Phone: _____

Age _____ Sex _____ Weight _____ Height _____ Hair _____ Eyes _____

Social Security Number: _____

Name & Address of Employer: _____

Description of Nature of Business & Goods to be sold: _____

Length of time permit is needed for? (not to exceed 45 days): _____

If Farm or Orchard Products, are they grown by applicant? _____ Yes _____ No

Which area of the town will you be covering? (be specific) _____

Description of Vehicle:

Year, Make & Model: _____ VIN #: _____

Driver's License No: _____

Business References: (2)

Name: _____

Address: _____

Name: _____

Address: _____

Have you ever been convicted of a crime: _____ Yes _____ No

If yes, nature of offense? _____

Date of offense? _____ Location? _____

Signature of Applicant

Applicant must submit along with this application, 2-2x2 photographs, a statement from your employer certifying that you are authorized to act as a representative of this company, a NJ Business Registration Certificate

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For Office Use Only

Checklist:

_____ Fingerprint Results

_____ Copy of NJ Business Registration Certificate received?

_____ Was advertisement published in newspaper circulated in Township informing public of the name, purpose, location & dates peddling activity at least 2 weeks prior to commencement of activity?

_____ Copy of newspaper affidavit attached?

_____ Applications for all peddlers working for this company received?

_____ Application Fee? (\$100.00-Principal Peddler)

_____ Application Fee? (\$50.00-Multiple Peddlers)

_____ Copy of ordinance provided to peddler?

Article II
Specific Licenses

5-2 PEDDLERS, DOOR TO DOOR SALESPERSONS, HAWKERS, SOLICITORS, CANVASSERS, DISTRIBUTORS AND VENDORS.

5-2.1 Definitions.

As used in this section:

Peddler shall include the terms door-to-door salesperson, hawker, solicitor, canvasser, distributor and vendor, and shall mean any person traveling in the Township by any means from house to house or street to street, who, without invitation, visits, calls or applies at residential dwellings, whether at the doorway or from the street, with the intent or for the purpose of selling a product or service to earn income, make a profit, or both, as a commercial business, whether or not such person carries or exposes for sale the product, or a sample of the product or service being sold, whether or not such person is collecting payment for such sales or obtaining a promise to pay in the future, and whether not such person is working for himself, herself, as an employee, or as an independent contractor working for someone else.

(Ord. No. 2152-07 § 2)

5-2.2 Exemptions from Permit Requirements.

This section shall not be construed to include:

- a. The delivery of goods or services already ordered by a resident.
- b. Any veteran or volunteer firefighter who holds a special license issued pursuant to N.J.S.A. 45:24-9 shall be exempt from application for a license, but shall be required to comply with all other applicable sections of this section.
- c. Any canvassing or solicitation, including fundraising, conducted by any bona fide nonprofit, religious, charitable, civic, political, veteran or fraternal organization or association, service club, volunteer fire or first aid company.

(Ord. No. 2152-07 § 2)

5-2.3 Permit Required; Term of Permits.

It shall be unlawful for any person to engage in the business of a peddler as defined in this section within the Township without first obtaining a commercial permit as provided by this section. No permit issued shall be valid for a period of more than forty-five (45) days. (Ord. No. 2152-07 § 2)

5-2.4 Commercial Permit Application and Fee, Advertisement.

Every applicant for a commercial permit under this section shall file with the Township Clerk a sworn application in writing, on a form to be furnished by the Township. The form shall be completed and signed by the applicant with the following information:

- a. Name, age and physical description of the applicant if an individual; if applicant is an organization, name of the organization as well as the name, age and physical description of all persons who will be working as peddlers in the Township on behalf of the organization (each of whom must complete their own individual application);
 - b. Residence or principal business address of the applicant, but not a post office box, to which all notices and communications are to be addressed;
 - c. Permanent home address of the applicant (if different than residence or principal business address);
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- d. Brief description of the nature of the applicant's business, and the goods to be sold or the services to be furnished or performed;
 - e. If employed, the name and address of the employer, together with credentials establishing the exact relationship, and a letter or other written statement signed by the employer, certifying that the applicant is authorized to act as such employer's representative;
 - f. Length of time for which the right to do business is desired, but not to exceed a period of forty-five (45) days;
 - g. Extent and portion of Township to be covered by or on behalf of the applicant; days, dates and hours on and between which sales will be conducted;
 - h. Statement of and signed by the applicant as to whether or not the applicant or any person working as a peddler on behalf of the applicant has been convicted of any crime or disorderly persons offense or violation of any ordinance; and if so, the nature of the crime, offense or violation, the punishment or penalty assessed therefor, and the date and place of such conviction;
 - i. License number and complete description of any vehicle which is to be used in connection with such peddling activity;
 - j. Two (2) passport size photographs of the applicant and all persons working as peddlers on behalf of the applicant, taken within sixty (60) days immediately prior to the filing of the application;
 - k. Each applicant, including all persons working as peddlers on behalf of an entity applicant, or for another individual applicant, shall submit himself or herself for fingerprinting at Police headquarters before a permit may be issued;
 - l. Payment of an application fee of one hundred (\$100.00) dollars per application, except in the case of multiple peddlers working for an entity, or for another peddler, the entity or principal peddler application shall pay the one hundred (\$100.00) dollar application fee and each individual peddler shall pay an additional fifty (\$50.00) dollars for their individual permit, for the use of the Township to defray the cost of investigating, processing and issuing the permit, and for the purpose of raising revenue as permitted by N.J.S.A. 40:52-2;
 - m. Two (2) business references located in the County of Essex, State of New Jersey, or in lieu thereof such other available evidence of the character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and responsibility, including, but not limited to, banking references, customer references, and lender references;
 - n. The applicant shall provide a copy of his or her New Jersey Business Registration Certificate;
 - o. The applicant shall insert one (1) advertisement two inches by two (2 x 2) inches in size in a newspaper circulated in the Township, informing the public of the name, purpose, location and dates of any peddling activity for which a permit may be issued under this section at least two (2) weeks prior to the commencement of such activity. The costs of such advertisement shall be paid by the applicant, which shall file an affidavit of publication with the Township Clerk. In the case of an applicant who will have other peddlers working on his behalf only one advertisement shall be necessary, but same shall set forth the number of peddlers who will be working on that applicant's behalf.
- (Ord. No. 2152-07 § 2)

5-2.5 Investigation of Applicants.

The Chief of Police shall cause an investigation to be made of the applicant's character and business responsibility, which investigation shall include the fingerprinting of the applicant as referred to herein to confirm the applicant's identity and the existence of any criminal record, contacting the references provided to determine the applicant's reputation for honesty and fair dealing in the business community, whether complaints have been made against the applicant by customers, by other merchants, or by municipal officials in those municipalities in which the applicant has done business, the nature of such complaints and their disposition. In determining the applicant's character and business responsibility, and whether or not the commercial should be issued, the Chief of Police shall be guided by the following:

- a. Violation of any term or provision of any State commercial permitting regulation, or municipal commercial permitting ordinance, substantially the same as or similar to this section, within a period of three (3) years preceding the date of the application, shall disqualify the applicant from obtaining a commercial permit under this section;
- b. For applicants who have been licensed to operate as peddlers in the Township of West Orange within the three (3) years preceding the date of the application, three (3) or more written complaints from customers, or Township officials, against the applicant in any twelve (12) month period shall create a presumption against issuance of a permit;
- c. An applicant's criminal conviction for committing a violent crime, sex offense, fraud, theft, terrorism, or a weapons offense, shall disqualify the applicant from receiving a commercial permit under this section;
- d. Clear and convincing evidence that within the three (3) years preceding the date of application, the applicant has conducted the business of peddling in an unlawful manner or in such manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public, shall disqualify the applicant from obtaining a commercial permit under this section;
- e. The Chief of Police, or a Superior Officer designated by him, shall prepare a written report with its conclusions and recommendations regarding the applicant's character and business responsibility, and fitness for issuance of a commercial permit, and shall submit such report to the Municipal Clerk;
- f. If the written report so recommends, the Municipal Clerk shall issue the commercial permit to the applicant.
(Ord. No. 2152-07 § 2)

5-2.6 Hours for Commercial Peddling; Display and Contents of Permit; Surrender of Permit.

- a. No commercial peddling shall be done except between the hours of 9:00 a.m. and sunset on each weekday, the time of sunset to be determined by reference to the same in the Star Ledger newspaper published on that day, and on Saturdays between the hours of 10:00 a.m. and 4:00 p.m.
- b. The permittee shall carry and exhibit his/her permit at all times while working in the Township as a peddler and shall do so in the form and manner required by the Office of the Municipal Clerk, which may require that the permit be carried and exhibited in a notorious fashion, in a brightly colored, conspicuous manner such that the peddler can be readily identified as such by the public.
- c. The permit shall be signed and sealed by the Township Clerk and shall show:
 - 1. Name and address, with photograph attached, of the permittee;
 - 2. Date of issuance of the permit and date the permit shall expire;
 - 3. Kind of goods to be sold or services to be furnished or performed;
 - 4. Amount of fee paid;
 - 5. License number and other identifying description of any vehicle to be used in the operation of the peddler's business.
- d. On expiration of the permit the holder thereof shall immediately surrender the permit to the Office of the Municipal Clerk. Failure to surrender the permit to the Office of the Municipal Clerk within seven (7) days of the expiration of the permit period shall be deemed a violation of this section.
(Ord. No. 2152-07 § 2)

5-2.7 Revocation or Suspension of Permit.

Permits issued under this section may be revoked by the Police Director, after notice and hearing, for any of the following causes:

- a. Fraud, misrepresentation or false statement contained in the application for the permit.
- b. Fraud, misrepresentation or false statement made in the course of carrying on business as a peddler.

- c. Any violation of this section.
- d. Conviction of the permit holder of any crime involving violence, sexual misconduct, fraud, theft, terrorism or weapons offenses, or disorderly persons offenses of a similar nature.
- e. Conducting the business of peddling in an unlawful manner or in such manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.
- f. Pending such hearing, the Police Director shall have the power to suspend the permit for a period of not more than seven (7) days.
(Ord. No. 2152-07 § 2)

5-2.8 Notice of Hearing,

- a. Notice of the hearing for revocation of the permit shall be given to the permittee in writing, setting forth specifically the grounds of the complaint and the time and place fixed for the hearing.
- b. Such notice shall be mailed by registered or certified mail, postage prepaid, to the permittee at his or her permanent address set forth in his/her application. at least five (5) days prior to the date fixed for the hearing.
(Ord. No. 2152-07 § 2)

5-2.9 Appeal from Revocation to Council.

- a. Any person aggrieved by the action of the Police Director in the revocation of a license as provided within this section shall have the right of appeal to the Township Council upon such action.
- b. Such appeal shall be taken by filing with the Township Council within fourteen (14) days after notice of the action complained of has been given and shall consist of a written statement setting forth fully the grounds for the appeal.
- c. The Township Council shall set a time and place for a hearing on such appeal, the date of which shall be the next regular Council meeting at least seven (7) days after the notice of appeal has been filed, and notice of such hearing shall be given to the appellant.
- d. After such hearing, the Township Council may affirm or reverse the action from which the appeal is taken.
(Ord. No. 2152-07 § 2)

5-2.10 Duty of Police to Enforce.

It shall be the duty of any Police Officer of the Township to require any person seen peddling and who is not known by such officer to be duly licensed, to produce his or her peddler's license and to enforce the provisions of this section against any person found to be violating the same. (Ord. No. 2152-07 § 2)

5-2.11 Inspection of Equipment.

The equipment used or employed by peddlers of foods and/or beverages, shall be maintained in a clean and sanitary manner and be subject to the inspection by the Health Officer or his/her authorized agents. Any violation found and not immediately corrected shall be grounds for revocation of the license. (Ord. No. 2152-07 § 2)

5-2.12 Do Not Solicit/Privacy List; Nonsolicitation Signs.

- a. The Township of West Orange shall establish a "Do Not Solicit/Privacy List," permitting Township residents to notify the Office of the Municipal Clerk that they do not wish peddlers to enter upon their property. The Office of the Municipal Clerk shall provide the most recent list of addresses on its "Do Not Solicit/Privacy List" to each commercial permittee along with its permit and no peddler shall enter the property or call upon any resident of the properties on that list.
- b. Any resident of the Township of West Orange may post a sign on or near their doorway, not greater in size than eight (8) inches in length and width, stating "No Solicitation Permitted," or similar words to advise peddlers and others that they do not wish to be solicited. Whether or not on the "Do Not Solicit/Privacy List"

established and provided to peddlers by the Township, peddlers shall honor such signs expressing the wishes of the residents and shall not call upon such residences.

- c. Any peddler who enters a property on the "Do Not Solicit/Privacy List," or who calls upon, knocks on the door of, or rings the doorbell of, a property bearing a "No Solicitation Permitted," or similarly worded sign, shall be in violation of this section.

(Ord. No. 2152-07 § 2)

5-2.13 Conduct of Peddlers.

No peddler shall:

- a. Perform any activity other than that described in the application submitted pursuant to this section.
- b. Delay his/her departure for any unreasonable length of time after any owner, tenant, resident or other person has signified his/her lack of intention to continue any conversation;
- c. Annoy or harass any owner, tenant, resident or other person by the use of indecent, offensive or insulting remarks, actions or gestures;
- d. Approach any building or property except on the walks or paths leading to the front door of such building or property without crossing any lawns, shrubbery, flowers or private grounds.

(Ord. No. 2152-07 § 2)

5-2.14 Violations and Penalties.

Any person who violates any provision of this section shall upon conviction thereof, be punished by a fine not exceeding one thousand two hundred fifty (\$1,250.00) dollars or by imprisonment for a term not exceeding ninety (90) days, or both. For continuing violations a separate offense shall be deemed committed on each day during or on which a violation occurs or continues. (Ord. No. 2152-07 § 2)