

BOROUGH OF LINCOLN PARK

**PROCEDURE TO BE FOLLOWED WHEN APPLYING FOR A
SOLICITOR'S, VENDOR'S OR CANVASSING PERMIT**

EFFECTIVE FEBRUARY 1ST, 2010, FINGERPRINTING WILL BE THROUGH MORPHOTRAK.

1. Applications can be obtained from the Borough Clerk's Office only.
2. In filling out the application, please PRINT or TYPE. Please answer all questions and put in COMPLETE NAMES AND ADDRESSES where required. Failure to do so will delay your application or necessitate your submitting another. IF YOU HAVE ONE OR SEVERAL OTHER PEOPLE WORKING WITH YOU OR DRIVING FOR YOU, THEY MUST FILL OUT A SEPARATE APPLICATION AND PAY THE NECESSARY FEES.
3. Submit your completed application with a \$30.00 fee to the Borough Clerk or Deputy Borough Clerk. Make all checks payable to the Borough of Lincoln Park. The Borough Clerk or Deputy will examine your application and record your fee.
4. Upon completion of the items above, the Borough Clerk or Deputy will return your application to you. Bring all completed forms to this department along with two (2) recent photographs approximately two and one-half by two and one-half inches in size, showing the head and shoulders of the applicant in a clear and distinguishing manner. Upon submission of the above items, you will be issued a fingerprint application with a unique number.
**Confirm that Box 7 has been completed prior to leaving Headquarters.
5. Contact MorphoTrak to schedule an appointment. Bring completed form to MorphoTrak. Identification is required – ID must include Photo, Name, Address (Home/Employer) and Date of Birth. If acceptable ID is not presented, you will not be fingerprinted. (See MorphoTrak form for list of acceptable ID)
6. Allow at least four (4) weeks for the processing of your application. Persons listed as references must respond to a questionnaire; please be sure their addresses are listed correctly. YOU CANNOT SOLICIT UNTIL YOU ARE COMPLETELY PROCESSED AND A PERMIT HAS BEEN ISSUED.
7. Firms or corporations who apply for soliciting permits in the name of the Firm or Corporation and who have several individuals soliciting for them, are required to have EACH INDIVIDUAL SUBMIT AN APPLICATION, BE FINGERPRINTED AND FOLLOW THE REGULAR PROCEDURE.
8. The hours of solicitations are between 9:00AM and 5:00PM. There will be no soliciting on Sunday, except for those organizations that are exempt under the Ordinances. The hours for those receiving Vendor Permits are from 9:00 AM to sunset.
9. Falsification of your application may cause a denial or revocation of your permit.
10. If your Organization has exempt (non-profit) status, proof is hereby required of that status from the State for the application fee to be waived by the Borough Clerk or the Deputy Borough Clerk.

**ALL QUESTIONS MUST BE ANSWERED – THE USE OF “N/A” OR “ NOT APPLICABLE”
WILL RESULT IN THE RETURN OF YOUR APPLICATION.**

FEES: \$ 30.00 – Borough of Lincoln Park (Clerk's Office) (Personal check acceptable)
\$200.00 – Fee to sell ice cream at the Lincoln Park Boro Lake – Clerk's Office.
\$ 41.00 – MorphoTrak for fingerprint service

Note: Food related permits may require additional fees payable to the Health Department.



LINCOLN PARK POLICE DEPARTMENT

Lincoln Park, New Jersey

973-694-5533

APPLICATION FOR SOLICITING / CANVASSING / VENDING PERMIT

Please print or type all information and fill out completely – providing cell phone number is NOT mandatory.

This application is for owner of vehicle. If you have anyone else working / driving with or for you, they must fill out a separate application.

PLEASE PRINT CLEARLY

NAME: _____ (Maiden name)

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

HOME PHONE: _____ CELL PHONE: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

DRIVER'S LICENSE NUMBER _____ STATE _____

Sex	Race	Height	Weight	Hair Color	Eye Color	Citizenship
_____	_____	_____	_____	_____	_____	_____

Name & Address of Employer or Place of Business _____

Employer's Telephone Number _____ Your Occupation _____

Have you ever been convicted of a crime or Disorderly Persons Offense? YES NO If yes, list date, place & time.

Have you ever had a permit for soliciting refused or revoked? YES NO If yes, by whom, where, when, why.

Do you hold a soliciting permit with any other town? YES NO If yes, where, when & why.

Do you possess a NJ Veteran's Soliciting or Canvassing Permit? YES NO If yes, indicate number & date of issue.

Description of project in which you are engaged: _____

Previous experience in canvassing and soliciting field: _____

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References must be people who have known you for a minimum of three (3) years.
Do not list family members or persons who are also applying for a permit.
Be sure to list full addresses, including zip and area codes.

PLEASE PRINT CLEARLY

REFERENCE #1: _____

ADDRESS: _____

_____ TEL: _____

REFERENCE #2: _____

ADDRESS: _____

_____ TEL: _____

REFERENCE #3: _____

ADDRESS: _____

_____ TEL: _____

DESCRIPTION OF VEHICLE TO BE USED:

Lic. Plate #: _____ State of Issue: _____ Make: _____

Model: _____ Year: _____ Color: _____

Driver's License # & State of Issue: _____

Number of Vehicles to be used: _____ *If more than one (1) vehicle is to be used,
please continue on separate sheet.*

DATE OF APPLICATION

SIGNATURE OF APPLICANT

BOROUGH CLERK'S OFFICE:

FEE: _____ PAID / WAIVED DATE: _____

Borough / Deputy Clerk: _____