

BOROUGH OF LINCOLN PARK

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

1. Applications can be obtained from the Borough Clerk's Office only.
2. Application is to be made out in DUPLICATE.
3. 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.**
4. Upon completion, you must submit your application with a \$20.00 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.
5. Upon completion of the items above, the Borough Clerk or Deputy will return your application to you. You will then proceed to the Police Department to submit your application and to make arrangements to be fingerprinted. Fingerprinting is done on Thursday evenings between the hours of 7:00PM and 8:00PM.
6. When you return for fingerprinting, you must submit the following fees to the Police Dept.:
 - \$30.00 Certified Check or Money Order made payable to the Division of State Police – SBI.
 - \$25.00 Check or Money Order made payable to the Borough of Lincoln Park – Police Dept. This fee is for a laminated Photo ID.
7. Allow at least four (4) weeks for the processing of your application. Your fingerprints will be sent to the NJ State Police for investigation; this can take anywhere from four (4) to six (6) weeks. **YOU CAN NOT SOLICIT UNTIL YOU ARE COMPLETELY PROCESSED AND A PERMIT HAS BEEN ISSUED.**
8. 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.**
9. The hours of solicitations are between 9:00AM and 5:00PM. There will be no soliciting on Sunday, except for those organizations; which are exempt under the Ordinances. The hours for those receiving Vendor Permits are from 9:00 AM to sunset.
10. Falsification of your application may cause a denial or revocation of your permit.
11. 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: \$20.00 – Borough of Lincoln Park (Personal check acceptable)
\$30.00 – Division of State Police – SBI (Must be Certified Check or Money Order)
\$25.00 – Borough of Lincoln Park – Police Dept. (Personal check acceptable)



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.

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.

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,
list all others on back of this form.*

DATE OF APPLICATION

SIGNATURE OF APPLICANT

BOROUGH CLERK'S OFFICE:

FEE: _____ PAID / WAIVED

DATE: _____

Borough / Deputy Clerk: _____

TAKE THIS FORM TO THE POLICE DEPARTMENT

LINCOLN PARK POLICE DEPARTMENT

RECORD CHECK INVESTIGATION FOR SOLICITING AND CANVASSING PERMIT

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Name: _____ Home Phone #: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Date of Application: _____ Social Security #: _____

Reference #1: _____ Address: _____

Reference #2: _____ Address: _____

Reference #3: _____ Address: _____