



**City of Rahway**  
**1 City Hall Plaza**  
**Rahway, NJ 07065**  
**[www.cityofrahway.com](http://www.cityofrahway.com)**

# **CANVASSING & SOLICITING APPLICATION CHECKLIST**

**Required for each individual who wishes to solicit in the City**

**Do not return your application to the City Clerk's office until every item on this list has been completed**

- Completed Canvassing & Soliciting Application. Submit to Police Records Bureau when complete.
- Two 2 ½ x 2 ½ passport-size photos of applicant.
- Background check fee of \$100 payable to "City of Rahway." Payment is to be made at the Rahway Police Dept. Records Bureau.
- Payment of fingerprinting fee payable to service provider.

**Each application must be returned with the following items attached:**

- Completed License Release Authorization
- Copy of NJ Business Registration Certificate & Tax ID number

**Upon approval of your License by the Rahway Police Department, a License fee payment of \$100 is required (cash, check, money order) payable to "City of Rahway" at the City Clerk's office.**

**Note: License term is 90 days**

Permit Number: \_\_\_\_\_



Date Issued: \_\_\_\_\_

Date Expired: \_\_\_\_\_

License term is 90 days from issuance

**OFFICE OF THE CITY CLERK**  
Rahway, NJ 07065

**APPLICATION FOR CANVASSING & SOLICITING**

**FEES: \$100 Application Fee (includes background check) payable to Police Records Bureau**  
**\$100 license Fee payable at time of issuance to City Clerk**  
**All checks/money orders must be payable to "City of Rahway"**  
**An additional fingerprinting fee payable to the service provider is required**

Name \_\_\_\_\_ Address \_\_\_\_\_

City or Town \_\_\_\_\_ State/Zip code \_\_\_\_\_

Nature of merchandise canvassed? \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_ Sex \_\_\_\_\_

Race \_\_\_\_\_ Social Security No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Martial Status \_\_\_\_\_ Citizen of U.S. \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

What was your former address? \_\_\_\_\_

Length of time you lived there \_\_\_\_\_

Place of employment \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address of employer \_\_\_\_\_

How long employed? \_\_\_\_\_

Were you ever convicted of a crime? \_\_\_\_\_

If so, state offense \_\_\_\_\_

Reference name and address:

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

**\*\* APPLICANT TO SUPPLY HEAD PHOTO, NOT OVER 2 1/2 X 2 1/2 & COPY OF NJ BUSINESS REGISTRATION CERTIFICATE**

**\*\*YOU ARE ADVISED THAT THIS FORM AND THE INFORMATION\*\*  
PROVIDED THEREON IS SUBJECT TO RELEASE TO THE PUBLIC UNDER  
THE OPEN PUBLIC RECORDS ACT**

APPROVED \_\_\_\_\_  
Police Department

DISAPPROVED \_\_\_\_\_  
Police Department

ISSUED \_\_\_\_\_ 20 \_\_\_\_\_

**Rahway Police Department  
1 City Hall Plaza  
Rahway, NJ 07065**

**INSTRUCTIONS FOR APPLICANTS  
BY THE RAHWAY POLICE DEPT FOR  
PEDDLER'S LICENSE / SOLICITOR'S PERMIT**

1. Make sure the application you are using has been completed in full. The Police Department cannot do a background check unless all questions have been answered. Failure to do so will only prolong the processing of your permit.
2. Two passport sized photos, attached to the application, are required.
3. Fingerprinting is done by MorphoTrust. Instructions and scheduling information will be given to you upon receipt of completed application.
4. The City of Rahway Detective Bureau charges a \$100 (per person) fee and \$ 50.00 for renewals for a background check.
5. Bring the completed application, photos, and fee(s) to the police station. When the fingerprint results are sent to us from MorphoTrust, your application will then be forwarded to the Detective Bureau for the background check. Application will then be forwarded to the Chief of Police for approval. Application will then be turned over to the City Clerk's Office, at which time they will contact you for the issuing of the permit. \$100.00 Application fee submitted to the City Clerk upon issuance of the license.

**AFTER COMPLETEING THE APPLICATION CHECKLIST:**

New applicants must be fingerprinted via MorphoTrust at a cost of \$40.70 to be paid directly to MorphoTrust. Results will be sent to the Rahway Police Department. Renewing applicants will complete an online criminal history check. Paperwork can be obtained from the Rahway Records department.

The above fees are in addition to the Background check fees on the Peddler's application checklist.



By MorphoTrust USA

# New Jersey Universal Fingerprint Form

[www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)

(1) Originating Agency Number (ORI #) <b>NJ0201300</b>		(2) Category <b>LOX</b>	(3) Statute Number <b>13:59-1</b>	
(4) Reason for Fingerprinting <b>LOCAL ORDINANCE</b>		(5) Document Type <b>S1</b>	(6) Payment Information <b>\$40.70</b>	
(7) Contributor's Case # (Unique Identifier)		(8) Miscellaneous		
(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		State	Zip
	City			

**Identification Requirement** - Identification must be presented at the time of printing. 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 and is 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).

**Please READ this form carefully**

and 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** you **present** this completed Universal Fingerprint Form, IDG\_NJAPP\_110113, at your scheduled appointment.

**Appointment Scheduling:**

Scheduling is available anytime at [www.bioapplicant.com/nj](http://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, or electronic debit (ACH) from a checking account; accounts will be debited immediately. Money Order is the only form of payment accepted at the enrollment center.

**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 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\_110113; 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 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: <b>RAHWAY PD</b>		

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**

IDG\_NJAPP\_110113

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**PUBLIC NOTICE**

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**NOTICE OF ADOPTED ORDINANCE**

The Ordinance published herewith, the summary terms of which are included herein, was finally adopted by the Municipal Council of the City of Rahway, County of Union, State of New Jersey, at a meeting held on December 12, 2011. Copies of said Ordinance are available at the City Clerk's Office to the members of the general public who shall request same.

**ORDINANCE - CITY OF RAHWAY, NEW JERSEY  
O-36-11**

**AN ORDINANCE AMENDING CHAPTER 311 "PEDDLING, SOLICITING AND  
VENDING" OF THE CODE OF THE CITY OF RAHWAY**

**BE IT ORDAINED** by the Municipal Council of the City of Rahway, County of Union, State of New Jersey, as follows:

That Chapter 311, "PEDDLING, SOLICITING AND VENDING", of the Code of the City of Rahway be and is hereby amended as follows:

**ARTICLE I – CANVASSING AND SOLICITING**

**§ 311-2 Fee:**

The applicant for the permit shall pay a **One Hundred (\$100) Dollar fee** to cover the expenses of the application and Police Department review.

**§ 311-3 Permit Application:**

- A. The applicant for the permit shall make an application to solicit or canvass and shall state the following information:
- 1) Full name.
  - 2) Age, height and weight.
  - 3) Place of birth.
  - 4) Whether married or single.
  - 5) Place of residence and length of such residence.
  - 6) Whether or not previously convicted of a crime.
  - 7) Employer's name and address.
  - 8) Description of clothing worn by applicant.
  - 9) Description of project for which the applicant intends to canvass or solicit.
- B. Each applicant shall be fingerprinted before a permit shall be issued. He shall also submit his photograph as required by **§ 311-7(b)**.

- C. **Out of State residents must supply a certified copy of a background check from their State of residency.**
- D. **Each applicant must supply a Business Registration Certificate from the State of New Jersey.**
- E. **Each applicant must supply a Tax Identification Number from the State of New Jersey.**

### **ARTICLE III - PEDDLERS**

#### **§ 311-20 License and permit required**

- A. Any individual who owns and/or operates a peddling business must first obtain a license from the City Clerk.
- B. Employees of peddling businesses actively peddling within the City of Rahway must first obtain a permit from the City Clerk.
- C. Licenses and permits must be displayed in full view during the course of business.
- D. Licenses/permits must be renewed annually each calendar year.
- E. Background checks will be conducted on **an annual** basis for each holder of a license or permit.
- F. It is the responsibility of the license holder to ensure that each new employee who engages in the activities regulated by this article completes an application and receives a permit.
- G. Holders of special licenses from the State of New Jersey pursuant to the regulations of N.J.S.A. 45:24-9, as supplemented and amended, (honorably discharged veterans and exempt members of volunteer fire departments, volunteer fire engineer, hook and ladder, hose supply company or salvage corps. of any municipality or fire district in the State of New Jersey who hold exemption certificates issued to them) must fill out an application and pay for any background checks with the New Jersey Division of State Police but shall be exempt from any of the City's administrative fees for background checks hereunder. Only honorably discharged veterans who have resided in the State of New Jersey for at least six months and in Union County for at least three months shall qualify for this exemption.
- H. All licenses and permits shall expire on the last day of each calendar year.
- I. Upon termination of an employee, all permits of terminated employees must be returned to the City Clerk within 10 days of such termination.
- J. All peddlers selling food items from a vehicle must have the vehicle(s) inspected by the City Health Department and present a valid Food License at the time of application for a peddlers license.**

**§ 311-23 License Fee**

- A. The license fee for peddlers who use or employ one or more wagons or other vehicles shall be \$200 annually, except that holders of special licenses pursuant to § 311-20(g) shall be exempt.
- B. The license fee for peddlers who do not use or employ wagons or other vehicles, but carry their wares or goods about by foot, shall be \$100 annually; except that holders of special licenses pursuant to § 311-20(g) shall be exempt.
- C. For initial license/permit application:
  - 1) **Each applicant is responsible for the cost of fingerprinting.**
  - 2) Fee of **\$100**, payable to the City of Rahway to cover the administrative fee for the background check, except holders of special licenses pursuant to § 311-20(g) shall be exempt.
- D. For **an annual** background check at renewal:
  - 1) **Each applicant is responsible for the cost of the secondary check.**
  - 2) **Fee of \$50, payable to the City of Rahway to cover the administrative fee for the background check, except holders of special licenses pursuant to § 311-20(g) shall be exempt.**

**§ 311-24 Stationary peddling locations.**

- A. No person authorized to conduct a business of being a peddler shall disturb the public by crying out his wares nor by creating a nuisance, nor shall any such person remain or allow any vehicle or conveyance to remain within 100 feet of any one residence building for a period of time exceeding 15 consecutive minutes for the purpose of conducting such business.
- B. As used in this section, "residence building" shall mean a detached dwelling used as a place of residence by not more than two families.
- C. **No peddler may stop to sell goods in the Special Improvement District.**

**BE IT FURTHER ORDAINED**, if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the Courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudicated and the remainder of the Ordinance shall be deemed valid and effective.

**BE IT FURTHER ORDAINED**, any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

**BE IT FURTHER ORDAINED**, this Ordinance shall take effect upon passage and publication in accordance with applicable law.

**M- Baker**

**S – Steinman**

**YES: Baker, Cox, Mione, Rachlin, Saliga,  
Scaturo, Steinman, Wenson Maier,  
Brown**

Date Introduced November 14, 2011

Date of Adoption December 12, 2011