



## **BOROUGH OF MOUNTAINSIDE**

1385 ROUTE 22  
MOUNTAINSIDE, NEW JERSEY 07092

www.mountainside-nj.com  
TEL (908) 232-2400  
FAX (908) 232-6831

### **INSTRUCTIONS FOR SOLICITING AND PEDDLING**

YOU ARE MAKING APPLICATION TO THE BOROUGH OF MOUNTAINSIDE TO SOLICIT DOOR TO DOOR FOR COMMERCIAL PURPOSES. BEFORE YOU BEGIN TO SOLICIT, YOUR APPLICATION MUST BE APPROVED BY THE POLICE DEPARTMENT AND BOROUGH COUNCIL.

ONCE YOU HAVE OBTAINED YOUR APPLICATION PACKET YOU MUST MAKE ARRANGEMENTS FOR YOUR FINGERPRINTS TO BE TAKEN AND SUBMITTED FOR A CRIMINAL BACKGROUND CHECK. SEE ATTACHED FORM TITLED IDENTOGO UNIVERSAL FINGERPRINT FORM.

TWO IDENTICAL PHOTOGRAPHS SHALL BE SUBMITTED FOR EACH APPLICANT.

THIS PROCESS MUST BE COMPLETED FOR EACH EMPLOYEE WHO SOLICITS DOOR TO DOOR WITHIN THE BOROUGH OF MOUNTAINSIDE.

UPON APPROVAL, EACH APPLICANT OR EMPLOYEE WILL BE ISSUED A PERMIT FROM THE POLICE DEPARTMENT. THERE IS A FEE OF \$200.00 FOR EACH PERMIT PAYABLE IN THE FORM OF A CHECK ONLY AND MADE PAYABLE TO 'THE BOROUGH OF MOUNTAINSIDE'.

PERMITS ARE VALID FOR A PERIOD OF THIRTY (30) DAYS. COMMERCIAL SOLICITATION OR PEDDLING MUST BE CONDUCTED BETWEEN THE HOURS OF 9AM TO 5PM MONDAY THROUGH FRIDAY HOLIDAYS EXCLUDED.



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## RELEASE AUTHORIZATION

To all Courts, Police Agencies, Probation Departments, and any other Institutions, Agencies, or  
Businesses without exception.

I, \_\_\_\_\_, am making application for licensing with the  
Borough of Mountainside, New Jersey. As a result, an investigation is being conducted to  
determine my eligibility. Therefore, you are authorized to release to the Mountainside Police  
Department, or any of its representatives, any and all information, documentary or otherwise  
pertaining to me, that they may request.

I hereby release, discharge, and exonerate the Mountainside Police Department, its agents and  
representatives, and any person so furnishing information from any and all liability of every nature  
and kind arising out of the furnishing, inspection, or collection of such documents, records, and  
other information, or the investigation made by the Mountainside Police Department.

A photo static copy of this authorization will be considered as effective and valid as the original.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Witnessed by:

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_



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## APPLICATION FOR SOLICITING AND CANVASSING

### PRINT OR TYPE ALL INFORMATION

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

IF LESS THE 3 YEARS, LIST PREVIOUS ADDRESSES ON BACK OF THIS FORM.

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

SS# \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HAIR: \_\_\_\_\_ EYES: \_\_\_\_\_

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ SCARS, MARKS, TATTOOS: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OR ARRESTED FOR ANY CRIME OR OFFENSE? \_\_\_\_\_

IF YES, DESCRIBE ON BACK OF THIS FORM.

FIRM/ORGANIZATION REPRESENTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF VEHICLE YOU WILL BE USING: MAKE & MODEL: \_\_\_\_\_

COLOR OF VEHICLE: \_\_\_\_\_ YEAR: \_\_\_\_\_

LICENSE PLATE: \_\_\_\_\_ STATE: \_\_\_\_\_

PURPOSE OF SOLICITATION OR CANVASSING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NATURE OF MERCHANDISE: \_\_\_\_\_  
\_\_\_\_\_

NUMBER OF DAYS YOU WISH TO SOLICIT/CANVASS. (WEEKDAYS ONLY, 30-DAY MAX.) \_\_\_\_\_

HOURS OF YOUR SOLICITING/CANVASSING (BETWEEN 9AM AND 5PM ONLY) \_\_\_\_\_

VIOLATIONS OF BOROUGH ORDINANCES MAY RESULT IN FINES OR PENALTIES OF UP TO \$100

AND/OR IMPRISONMENT FOR UP TO 30 DAYS

(FALSE STATEMENTS IN THIS APPLICATION WILL BE PROSECUTED CRIMINALLY)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_