



Oakland Police Department

295 Ramapo Valley Road
Oakland, NJ 07436



Tel: 201-337-6171 • Fax: 201-337-5802

Edward Kasper
Chief

Application Instructions for Solicitor, Peddler, Canvasser and Transient Merchant License

Licensing Period: January 1st to December 31st

Application Packet Includes:

a. Application for License

- Submit completed application to the Oakland Police Department records Clerk with all forms and required materials. All items **must** be complete for processing.
- Applicant's signature must be notarized before submitting application for processing.
- Application fee of \$100.00 per person must be submitted at the time of application. **The fee is non-refundable whether or not the license is approved or denied.**
- Two (2) photographs of the applicant approximately 2 ½ x 2 ½ must be submitted with the application.

b. Application for Fingerprinting

- Read the form carefully and follow all instructions to complete the fingerprint process. You **must** present the completed form at your appointment to be fingerprinted. **NO EXCEPTIONS ALLOWED.** Applicants without forms or with incomplete forms will not be printed. A fee is required.

Mobile Food Vendors

- Applicants for mobile food vendors must also apply to the Oakland Board of health for a license. A copy of the license must be provided with this application.

Renewal of License

- Applicants are to file a new application annually which includes review and approval by the Oakland Police Department. **Permits expire December 31st of the calendar year in which they are issued.**



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APPLICATION FOR CANVASSING, SOLICITING AND PEDDLING

(Type or print in black or blue ink ONLY)

Name of Applicant _____

Nature of Business _____

Product to be Sold _____

Days or Dates upon which Canvassing or Soliciting is to take place _____

Permanent Home Address _____

Telephone Number _____

Date of Birth _____ Age _____ Sex _____

Height _____ Weight _____ Color: Eyes _____ Hair _____

Place of Birth: _____

Social Security Number/Federal I.D. Number _____

Are you a Citizen of the United States? (If No, Please Explain) _____

Vehicle to be used by the Applicant during the period of Canvassing/Soliciting within the Borough:

Make _____ **Model** _____ **Year** _____

Color _____ **License Plate Number** _____ **State Issued** _____

Insurance Carrier _____

Address _____

Policy Number _____

If not Self-Employed, List Corporation, Company, Partnership or Employer:

Name _____

Address _____

Telephone Number _____

List Municipalities in which Applicant has ever engaged in the activities of Canvassing, Peddling or Soliciting and indicate whether a permit was applied for, received, denied or revoked _____

Has Applicant been convicted of any Crime, Disorderly Persons Offense, Petty Disorderly Persons Offense or a Moving Motor Vehicle Offense? If Yes, Attach Details _____

Two (2) recent photographs of the applicant which shall be approximately two and one-half by two and one-half (2 ½ x 2 ½) inches in size and showing the head and shoulders of the applicant in a clear and distinguishing manner must be attached to this application.

Additional important information:

- If the person applying is unable to provide any of the foregoing information, an explanation shall be provided of the reasons why such information is unavailable
- All applicants shall submit the original or a certified copy of a valid Certificate of Authority issued by the New Jersey Division of Taxation, pursuant to N.J.S.A. 54:32B-15, empowering the vendor to collect sales tax. Certificates shall not be required for the sale of property exempted from sales and use taxation pursuant to N.J.S.A. 54:32B-8.2. All vendors shall attach the original Certificate to their cart, stand, truck or other merchandising device, as required by N.J.S.A. 54:32B-15.
- All applicants selling food items shall submit a copy of the Board of Health license.

The facts set forth in this application are true and complete. I understand that false statements on this application shall be considered sufficient cause for denial, suspension, or revocation of my license. I also understand that if any statements made are false, I may be subject to criminal prosecution under the laws of the State of New Jersey.

I hereby agree to abide by and accept all of the terms, conditions, limitations and restrictions contained in the Borough of Oakland Ordinances.

Signature of Applicant _____ Date _____

Sworn Before Me On _____ Notary _____

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

CHIEF OF POLICE: The above named person and firm have been investigated for character and business responsibility.

Oakland Borough Fee Paid _____ Date _____

Application Approved _____ Application Disapproved _____

Reason(s) for Disapproval _____

Chief of Police _____ Date _____

This permit expires December 31st of the calendar year in which it was issued.