



APPLICATION FOR COMMERCIAL SOLICITATION

Submitted on _____

Date issued _____

CHECKLIST

_____ Each application for a Solicitor's agent/employee shall be accompanied by one (1) recent photograph of agent/employee. The photograph shall be two (2) inches by two (2) inches.

_____ Copy of Valid Drivers License

_____ Criminal History Background Check – no more than 30 days prior to filing of the application.
SEE ATTACHED SHEET FOR DETAILED INSTRUCTIONS.

_____ \$100.00 per person, per Application. (Non-refundable whether license is issued or not)

_____ Badges must be returned to the Borough Clerk's Office upon the 30-day period for which they are valid.

1. Full Name and Address of Applicant's organization, firm partnership, corporation, company, association, church, religious denomination, society, class, league or other entity or group.

2. Proposed location of Solicitation.

3. Make, model and license plate number of any vehicle being used during the Solicitation.

4. Name and phone number of supervisor of the agents or employees soliciting.

5. Names and phone numbers of all agents or employees soliciting within the Borough of Waldwick on behalf of the Applicant. (If you need additional space, please attach list to this application)

6. Place of residence for each of the Solicitor's agents/employees. (If you need additional space, please attach the list to this application)

7. Each agent/employee's sex, age, height, color of eyes and hair. (If you need additional space, please attach the list to this application)

8. Whether the Solicitor's agent/employee is a citizen of the United States.

9. Whether the Solicitor's agent/employee has ever been convicted of a crime.

10. Whether the driver's license issued by any State to the Solicitor's agent/employee had ever been suspended or revoked, and if so, for what reason(s).

BACKGROUND CHECK PROCEDURE

Form 212A must be submitted electronically no more than 30 days prior to filing of the application in the Clerk's office at <https://www.njportal.com/njsp/criminalrecords/>

The link will request an ORI. Waldwick PD ORI is NJ0026400.

This process must be completed for each solicitor.

There is a \$20.00 processing fee.

STATE OF NEW JERSEY
NEW JERSEY STATE POLICE
CRIMINAL HISTORY RECORD REQUEST

Login Help Home

Request for a Criminal History Record Information for a Noncriminal Justice Purposes

Service Information

****ATTENTION FIREARMS APPLICANTS****
Criminal Record checks for Firearms Applications are to be submitted through the online [Firearms Application and Registration System](#). The only type of Firearms Applicants permitted to continue with this Online Form 212A submission are Firearms Dealers Renewals and Firearms Dealer Employees.

Requests for a Criminal History Record Information (CHRI), for Non Criminal Justice purposes can be submitted here.

The online 212A Form should be used only after consultation with your local Police Department or the State Agency that is responsible for the type of licensing needed. You must first obtain an Originating Agency Identifier (ORI) Number from the licensing department to complete this form. Incorrect ORI Number may result in non-processing of your form.

Each submission costs \$20.00, payable by Visa, MasterCard, Discover, or American Express credit or debit card.

This form can't be used for a personal background check.

[Online Form 212A](#)

What is the purpose of this form?
Form 212A is used exclusively for the purpose of local Police Department and State Agencies, to obtain background information for the purposes of employment, licensing and local ordinances.

How do I find out the local licensing authority for my application?

Will I receive the Criminal History Record information requested?

What is an ORI Number and why is it important?

STATE OF NEW JERSEY
NEW JERSEY STATE POLICE
CRIMINAL HISTORY RECORD REQUEST

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Complete All Required Fields [*]

ORI Personal Address Filing Review

ORI Information:

ORI Number is the identifier for the local licensing authority for the jurisdiction of your residential address. Correct ORI Number is essential for processing of this form.

ORI Number *
NJ0026400

The selected ORI Number is associated with City/Agency - [WALDWICK PD](#)

[Continue](#) x Cancel Filing

Enter Waldwick ORI Number

Follow the prompts for the remainder of the process. Once completed, the Waldwick Police Department will receive them for acceptance and results will be sent directly to them. **An application without Form 212A submitted prior to filing will not be accepted.**