

BOROUGH OF UPPER SADDLE RIVER
APPLICATION FOR PEDDLER, SOLICITOR OR CANVASSING

The applicant must provide the following in order for the application process to continue:

- A completed Upper Saddle River Police Record Release Authorization Form.
 - A completed Borough of Upper Saddle River License as Peddler or Solicitor Application.
 - A copy of a photo ID (DL, Passport, etc).
 - A letter from the person or firm for which the applicant acts or is employed by, authorizing the applicant to act as its representative or employee. This letter should be on company stationary.
 - Two photographs of the applicant taken within sixty (60) days immediately prior to the date of filing the application. Pictures shall be a headshot and should be 2X2 or larger showing the head and shoulders of the applicant in a clear and distinguishing manner.
 - A copy of the registration for the vehicle being used during solicitation, peddling or canvassing.
 - Form 212A (Request for Criminal History Record Information); ONLINE**
 - ON LINE: \$20 Charge, go to <https://www.njportal.com/njsp/criminalrecords/>
 - ORI Number is NJ0026300
 - Choose option Local Ordinance
 - Dates of solicitation, peddling or canvassing: Start Date: _____ End Date: _____
 - Area to be canvassed: _____
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- Applicant should notify the Upper Saddle River Police Department each day when starting the solicitation, peddling or canvassing.
 - An annual fee of \$250 shall be paid by the applicant for a license, plus an additional fee of \$50 for each person acting on behalf of the applicant and engaging in peddling, soliciting, hawking, vending, or canvassing. Licenses shall be issued by the Borough Clerk on a calendar-year basis, commencing on January 1 and terminating on December 31 in each year. The fee set forth in this section shall not be prorated over the calendar year.

For Police Use Only

New Jersey State Police Report: _____ Date: _____

Application: Approved Disapproved By: _____

Reason(s) for disapproval: _____

Applicants Signature

Date

