

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

Application For: ☐ Soliciting ☐ Peddling ☐ Canvassing

Applicants Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State/Zip

Sex: ☐ Male ☐ Female Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ SS#: \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

Build: \_\_\_\_\_ Glasses: ☐ Yes ☐ No Complexion: \_\_\_\_\_ Facial Hair: ☐ Yes ☐ No

Distinguishing Marks/Scars/Tattoos: \_\_\_\_\_

Is applicant a licensed veteran? ☐ Yes ☐ No – If Yes, Lic. # and Co. #: \_\_\_\_\_

Is applicant an exempt fireman? ☐ Yes ☐ No – If Yes, what town? \_\_\_\_\_

Employed by or representative of: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street City State/Zip

Business Phone: \_\_\_\_\_ Supervisor/Manager's Name: \_\_\_\_\_

Description of Goods, Publications or other Products to be sold: \_\_\_\_\_

Registration of vehicle being used: \_\_\_\_\_

Does applicant have a criminal record? ☐ Yes ☐ No - If Yes, give details: \_\_\_\_\_

Did applicant ever possess a prior permit in Upper Saddle River? ☐ Yes ☐ No

If Yes, give date and permit number: \_\_\_\_\_

Have you ever been denied a canvassing, peddling or soliciting permit? ☐ Yes ☐ No

If yes, please provide municipality, year and circumstances: \_\_\_\_\_

List any other municipalities where applicant has engaged in the activities of canvassing, peddling or soliciting:

Provide Name, Address and Phone Number of two (2) business references from Bergen County who will certify as to applicant's good character and business responsibility. If unable to supply please submit references from surrounding counties in NJ.

1) \_\_\_\_\_

2) \_\_\_\_\_

In lieu of above the applicant may submit such other available evidence of good character and financial responsibility as will enable investigator to properly evaluate the same.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

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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.
  - ☐ One (1) Passport style photo of applicant. Please email this photo to Det. Chiavelli at [jchiavelli@usrpd.net](mailto:jchiavelli@usrpd.net) and reference "Solicitor permit application" in the subject line (Photo will be used on solicitor permit card issued by Borough)
  - ☐ 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: \_\_\_\_\_
- 
- 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

# Upper Saddle River Police Record Release Authorization Form

Solicitors Application, 6/20/2018