

Borough of Matawan
201 Broad Street
Matawan, NJ 07747



Karen Wynne, RMC
Municipal Clerk
(732) 566-3898 ext. 602 / Fax (732) 290-7585
karen.wynne@matawanborough.com

APPLICATION FOR SOLICITORS PERMIT

(In accordance with Borough Code Chapter 4 – Licensing & Business Regulations, Section 4-4.1, an application and background check is required before the issuance of a solicitors permit is granted within the Borough. For further information call 732-566-3898 x 602)

- Solicitor shall mean a person, also known as a canvasser, whether resident of the Borough or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance, from place to place, from house to house or from street to street, to take or attempt to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not the individual has, carries or exposes for sale a sample of the subject of the sale, and whether or not he accepts an advance payment for the goods. Any person taking a poll or survey from house to house or on the streets is included. (1971 Code § 10-4.1)
- License Required – It shall be unlawful for any solicitor or canvasser to engage in such business within the Borough without first obtaining a license.
- Exceptions – This section shall not apply to any person who has obtained a charitable solicitor's permit, nor, shall it apply to any person distributing literature or handbills on behalf of a candidate for public office.
- Application – In addition to the information required by subsection 4-1.2, the application for a solicitor's license shall indicate the place where the goods or property proposed to be sold, or orders taken for the sale thereof, are manufactured or produced, where such goods or products are located at the time the application is filed, and the proposed method of delivery.
- Fees -
The fee for a solicitor's or canvasser's license shall be ten (\$10.00) dollars. The fee for a renewal license shall be five (\$5.00) dollars per year. *
- Badges – The Borough Clerk shall issue to each licensee at the time of delivery of his license a badge on which shall appear the words "Licensed Solicitor," the period for which the license is issued and the number of the license, in letters and figures easily discernible from a distance of ten (10) feet. During the time such licensee is engaged in soliciting, his badge shall be worn constantly and conspicuously on the front of his outer garment.
- Time Restrictions – **No soliciting or canvassing activities shall be conducted before 10:00 a.m. prevailing time or after 7:00 p.m.**

No Peddling in the Borough of Matawan on Sundays or Holidays

*** Kindly Return Your Completed Application with Cash, Check, or Money Order Payable to the Borough of Matawan. Credit Cards are also accepted.**

Please note: you will incur a small fee by the bank with a credit card payment.

Borough of Matawan
201 Broad Street, Matawan, New Jersey 07747\
(732) 566-3898 / Fax (732) 290-7585



APPLICATION FOR SOLICITORS/CANVASSERS PERMIT

Name of Organization: _____ Date: _____

Address of Organization: _____ Phone: _____

Name & Telephone Number of Registered Agent (owner of business):

Address of Registered Agent (owner of business):

Vehicle Description & Plate Number (if used for business): _____

Purpose of Solicitation/Canvassers (goods or services to be sold):

Days of Week/Hours of Day Which Licensed Activity Will be Conducted:

Name & Home Address of Person in Charge of Conducting Solicitation:

Method of Solicitation/Canvass to be Used: _____

Have you ever been convicted of a crime or disorderly offense? If yes, state date, place and type of offense and penalties: Yes: _____ No: _____

Signature of Applicant: _____

***MUST FAX A LIST AT LEAST 24 HOURS PRIOR TO PEDDLING, THE NAMES, ADDRESSES AND SOCIAL SECURITY NUMBERS OF ALL PERSONS PEDDLING AND WHICH AREAS THEY WILL BE PEDDLING IN EACH DAY.**

Hours of Permitted Solicitation: 10:00 AM to 7:00 PM (EST)

No Peddling in the Borough of Matawan on Sundays or Holidays

This permit does not indicate Borough support to promote the interest or cause of solicitor

(DONOTWRITEBELOWTHISLINE-OFFICEUSEONLY)

License No. _____ Issue Date: _____

Cash _____ Check # _____ M/O # _____ Charge _____

Expiration date _____ Security Code _____



MATAWAN POLICE DEPARTMENT



150 Main Street Matawan, NJ 07747
Dispatch (732) 566-1010
Non Emergency (732) 290-2020
Fax (732) 566-4038

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize the release of any and all information from any agency to the Matawan Police Department for the purpose of obtaining a:

_____ License Permit
Type of permit / license

_____ Date _____ Signature of Applicant

POLICE RECORD CHECK

Name of Applicant _____

Address _____
Street City

County State Zip Code

Male Female S.S.# _____ - _____ - _____ D.O.B. _____

-----OFFICIAL USE ONLY-----

Date _____

To: _____ Police Department

The above named person resides in your community and applied for a license / permit in the Borough of Matawan. Please advise if said person has a criminal record. A self-addressed envelope is enclosed for your convenience.

Chief Thomas J. Falco
Matawan Police Department



APPLICANT INSTRUCTIONS

NJSP Form 212A

Log on to: <https://www.njportal.com/njsp/criminalrecords/> and click on the ON LINE FORM 212A, a highlighted block located on the lower left side of page.

Matawan Police Department ORI # **NJ0132900**

Follow the prompts for demographic and payment information.

Upon completion of the form you will receive an email Confirmation & Receipt that will include a confirmation number.

Your request will be forwarded to the Matawan Police Department.

For more information click on the HELP TAB, located on the top right side of the page.