



# CINNAMINSON **POLICE**



## PEDDLER/VENDOR APPLICATION PROCESS AND GUIDELINES YEARLY PERMIT

In order for you to get a Peddler/Vendor's permit, you will need to undergo a background check and fingerprinting. The Township of Cinnaminson charges a \$50.00 fee for the vehicle and the registered owner. If there are multiple employees, the fees are \$50.00 for the first person, and \$25.00 for each additional person in the group/company. This fee is to be paid by check or money order and made payable to Cinnaminson Township. You are required to obtain all the necessary license(s) as required by the Board of Health. The permit will be valid for one year.

The following Township Ordinance Applies to your application:

28-5. Background checks; when required.: All individuals or entities seeking a Peddler/Vendor's permit shall be required to submit to mandatory background checks, including both the local and the national check. Background checks shall be performed at the expense of the applicant and will be done through IdentoGo. These checks are required for both initial licenses and permits as well as for renewals. All partners, owners, managerial employees or agents working under the authority of the license or permit are also required to submit to these checks. The requirement for these checks may not be waived except by action of the Township governing body.

The Background Process is as follows:

1. You are to obtain a Peddler/Vendor's Packet which can be obtained through the department website or in person at the Cinnaminson Police Department.
2. Turn in the completed application, along with check or money order payable to Cinnaminson Township at the Cinnaminson Police Department. At that point, you will be given an incident/case number and instructions on how to set up an appointment to get fingerprinted.
3. Make an appointment for fingerprinting with IdentoGo following the instructions given. **Fingerprints must be done with every application.**
4. IdentoGo sends your fingerprints electronically. Your fingerprints will be checked by several databases and the results will be returned to this Police Department. This process can take weeks and is out of our control.
5. The Police Department will then do a local background check.
6. If you clear the background checks, you will be contacted and advised that you are eligible for a solicitor's permit. At that point, you will be required to e-mail ([records@cinnaminsonpolice.org](mailto:records@cinnaminsonpolice.org)) a digital photograph of yourself (which will be printed onto your issued solicitor's permit).
7. If you do not pass the background checks, you will be advised in writing along with the appeals procedure in the event you would like to dispute your rejection notice.

The following Rules apply to your Soliciting Permit:

1. You cannot misrepresent the character of the quality of the merchandise offered for sale, or to importune or otherwise annoy any person or persons for the purpose of effecting a sale.
2. All refreshments which will be sold or offered for sale from such vehicle shall comply with all laws and local ordinances relating to food and food products.
3. You cannot stay parked in one location for a period of more than 15 minutes, except by written permission of the Chief of Police. You also cannot peddle food 30 minutes before or after a school begins or lets out.
4. You cannot leave behind any liter, trash, etc.
5. You are not permitted to sound at any time whatsoever a bell, chime, music or other device for the purpose of announcing his presence.
6. The permit is only good during the hours of 8am to 9pm.

**Any violations will result in a suspension of your Permit and possible fines.**

You can find a copy of the Township's Soliciting Ordinance at the following Website address:

<http://www.ecode360.com/?custId=C10302>



**Richard Calabrese**  
Chief of Police

**Andrew Johnson**  
Captain

**William Obuchowski**  
Lieutenant



**Police Headquarters**  
900 Manor Road  
Cinnaminson, NJ 08077  
TEL #: (856)-829-6667  
Records: (856)-829-5294  
Fax #: (856)-829-2507

**BACKGROUND CHECK**  
**CONSENT, WAIVER, AND AFFIDAVIT**

**CONSENT:**

I, \_\_\_\_\_ do hereby authorize the members of the Cinnaminson Township Police Department, the Cinnaminson Township Committee, The Municipal Administrator, the Municipal Clerk, and/or their designee's, and Municipal Employee, whether elected or appointed, to conduct a background investigation regarding this application, and to obtain, secure, photograph, duplicate, copy, review and release any and all records, information, data, etc., pertaining to me. Investigation(s) may include but not be limited to: any criminal records, arrest records, traffic records, credit records, education records, mental health records, medial records, dental records, details involving my private life and social standing, and any and all other pertinent information.

**WAIVER:**

I hereby absolve and agree to hold harmless any and all persons, individuals, officials, employees, assistants, Agency Bureau Department, and/or institutions of the Township of Cinnaminson, any person(s) and/or individual(s) of any Agency, Bureau, Company, Department, Division, Institution, etc., who furnishes in any manner said records, information, data, etc., to said Municipal Employee(s), Official(s), and/or Appointee(s), from any liability of whatever nature and from any cause or action which might arise from said transaction(s)

\_\_\_\_\_  
Signature of Applicant

**AFFIDAVIT:**

I, \_\_\_\_\_ the herein mentioned applicant whose signature appears hereon, being at least (18) years of age swears (or affirms) that the answers and statement(s) contained hereon, are true in every detail to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant



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## SETUP FINGERPRINT APPOINTMENT

**IdentoGO**<sup>®</sup>

is the vendor who is approved by the State of New Jersey.

**Step 1:** Go to the Cinnaminson Police Department where they will give you an Incident/Case Number

Incident/Case Number: \_\_\_\_\_

**Step 2:** Go to <https://uenroll.identogo.com>

**Step 3:** In the Enter your Service Code block, enter: **2F17ZY**

**Step 4:** Select "Schedule or Manage Appointment"

**Step 5:** Follow the steps and complete the application to set up an appointment.

When it asks for an ORI, enter: **nj0030800**

***If you do not have internet access, you can call Identogo directly at 877-503-5981***

If you have any questions about the process, you can e-mail Lt. William Obuchowski @:

[WObuchowski@CinnaminsonPolice.org](mailto:WObuchowski@CinnaminsonPolice.org)