



# CINNAMINSON **POLICE**



## SOLICITORS APPLICATION PROCESS AND GUIDELINES

In order for you to get a solicitor's permit, you will need to undergo a background check and fingerprinting. The Township of Cinnaminson charges a \$50.00 fee for the Permit. If you are involved with a group of individuals applying for permits, then 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.

The permit will be issued for the length of time that you request, but no permit will be issued for longer than six months. You can apply for an additional six-month renewal at that time, at no additional costs.

The following Township Ordinance Applies to your application:

[28-5. Background checks; when required.](#): All individuals or entities seeking a soliciting 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 Solicitors 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. The Permit is to be picked up and returned at Police Headquarters each day.
2. You are only permitted to solicit during the hours of 9am to 8pm.
3. You must have the ID card visible at all times.
4. Harassment towards any resident will not be tolerated.
5. You are not permitted to solicit at any place where there are clearly marked signs against solicitation or peddling. You will also be given a list of addresses that have registered for the No-Knock Registry with the Township. You will be prohibited from soliciting at any of those listed addresses.

**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>



# CINNAMINSON POLICE DEPARTMENT SOLICITOR'S APPLICATION



**NAME:** \_\_\_\_\_  
LAST
FIRST
MIDDLE

**ADDRESS:** \_\_\_\_\_  
STREET
CITY
STATE
ZIP

**How Long have you lived at the above address?:** \_\_\_\_\_

**If less than ten years, complete below:**

**Prior Addresses & Lengths of stay:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Home Phone:**\_(\_\_\_\_\_)\_\_\_\_\_ **Cell Phone:**\_(\_\_\_\_\_)\_\_\_\_\_

**Drivers Lic. #:**\_\_\_\_\_ **State**\_\_\_\_\_ **Social Security #:**\_\_\_\_\_

**DOB:**\_\_\_/\_\_\_/\_\_\_ **AGE:**\_\_\_\_\_ **HGT:**\_\_\_\_\_ **WGT:**\_\_\_\_\_ **EYES:**\_\_\_\_\_

**Are you known by any other name, alias, nickname?** \_\_\_\_\_

**If Yes, what is that name/nickname:** \_\_\_\_\_

**Have you ever been convicted of a crime?**\_\_\_\_\_ **Have you ever been charged with a crime?**\_\_\_\_\_

**Have you ever been denied a Solicitor's Permit in any Municipality in this state or another state?** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_  
STREET
CITY
STATE
ZIP

**Address of Company Headquarters, if other than above:** \_\_\_\_\_

**How long has company been located at the above address?** \_\_\_\_\_

**Description of Product/Merchandise:** \_\_\_\_\_

**Telephone Number of Company:**\_(\_\_\_\_\_)\_\_\_\_\_

**Name of Supervisor/Point of Contact:**\_\_\_\_\_ **Phone #:**\_(\_\_\_\_\_)\_\_\_\_\_

**Description of Motor Vehicles to be used:**

**Make:**\_\_\_\_\_ **Model:**\_\_\_\_\_ **Year:**\_\_\_\_\_ **Color:**\_\_\_\_\_ **Plate**\_\_\_\_\_ **State:**\_\_\_\_\_

**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



# CINNAMINSON **POLICE**



## 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)