



MAHWAH POLICE DEPARTMENT

Instructions for Solicitor / Peddler Application

1. An application for license shall be made upon the completion of two forms provided by the Township: The Solicitor/Peddler Application and the New Jersey State Bureau of Identification **IdentoGo MorphoTrust NJ Universal Fingerprint Form**. Applications must be typed or clearly printed. All questions must be answered. If a question does not apply, indicate by placing **"N/A"** in the appropriate space.
2. A \$100.00 **non-refundable** application fee must be submitted with the completed Solicitor/Peddler Application Form. Payment can be made by check or money order payable to the Township of Mahwah.
3. **A background check / fingerprint request must be completed.** The applicant is required to **go online** to the www.bioapplicant.com/nj website **or call 1-877-503-5981** as stated on the Identogo Form to request a fingerprint appointment. The cost of the fingerprint check shall be borne by the applicant. The state police will electronically forward the results to the Mahwah Police Department. Please note: The applicant may submit a criminal history background check based upon fingerprints **taken within the past three (3) months** preceding this application from another jurisdiction which shall be filed with the Mahwah Police Department. It is the applicant's responsibility to provide a copy of the cleared fingerprint check to the Mahwah Police Department.
4. A copy of the applicant's driver's license is required with the application.
5. All completed applications should be returned to police headquarters. Failure to submit the required application will delay the processing.
6. Applications take approximately four (4) weeks to be processed. You will be notified via phone when the application is complete. Applicants will then be required to visit the Mahwah Police Department Records Bureau to have their **identification photos taken** and receive the Solicitor/Peddler ID Card.
7. Solicitor permits are valid from date of issuance until the end of the **calendar** year.
8. The approved license must be kept in possession of the solicitor at all times while he/she is soliciting and shall be exhibited upon request of any resident or township official.
9. The following persons are expressly exempt from the payment of any application fees:
 - a. Any solicitor for a nonprofit organization as defined in section 4-3.2 of this ordinance.

b. Any person honorably discharged from the military service of the United States, in conformity with N.J.S.A. 45:24-9 and 24-10

c. Any person who is an exempt fireman, as defined by N.J.S.A. 45:24-9 AND 24-10, possessing corresponding identification, in conformity with said statute.

10. Solicitors must not remain in a fixed location (must be mobile; door to door).

NO KNOCK REGISTRY

For the purpose of protecting residents from criminal activities and safeguarding their privacy, there is hereby established a **No-Knock Registry** of properties where canvassing and soliciting are **prohibited**. The No-Knock Registry shall be maintained by the Township Clerk. The Township Clerk shall prepare a list of addresses of those premises whose owners or occupants have notified the Clerk that canvassing or soliciting are not permitted on their premises. Notification shall be by the completion of a form, available online and at the Township Clerk's Office during normal business hours. The premises shall remain on the Registry unless the owners or occupants notify the Township Clerk, in writing, that they wish the property to be removed from the Registry. The Township Clerk shall update the list monthly. The inclusion of a premises on the Registry shall be deemed a revocation of any privilege or license to enter or attempt to enter the property.

Owners or occupants who have requested to be listed on the Mahwah No-Knock Registry pursuant to Subsection A herein, may procure from the Clerk's Office a notice for display on the premises indicating the enlistment on the Mahwah No-Knock Registry. The notice shall indicate which solicitors may contact the residents and shall read substantially as follows:

"These premises are listed on the Township of Mahwah's No-Knock Registry (Mahwah Code Sec. 4.3-16). You may not enter or attempt to enter these premises for the purpose of canvassing or soliciting, which includes offering to purchase real estate on behalf of any person or organization. Non-profit and political organizations are exempt from this law. Violation of Mahwah Code §4.3-16 may result in a fine of up to \$1,250.00 and/or up to 90 days community service."

The No-Knock Registry is available at the Mahwah Municipal Building, 475 Corporate Drive, in the Township Clerk's office during business hours, Monday through Friday, 8:00 am to 4:00 pm.

Although the most current list of registrants on the Mahwah No-Knock Registry shall be provided by the Township Clerk, it is the responsibility of the canvasser or solicitor to have the most up-to-date list prior to engaging in any canvassing or soliciting.



**DO
NOT
KNOCK**



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