



## SOLICITATION PERMIT PROCESS

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The City of Egg Harbor wishes to protect residents from fraud and crime and thereby promoting the safety and privacy of residences by reasonably limiting the hours of solicitation and requiring permits in a content neutral manner. As a result, solicitors within the City of Egg Harbor are required to obtain special permits. Solicitation is permitted from 8AM until 5PM daily.

This information sheet attempts to assist the solicitor to understand the permit process and is not intended to supersede any provisions in the Egg Harbor City Municipal Code.

### **SOLICITATION PERMIT**

#### ***Who is required to obtain a solicitation permit?***

If you are soliciting on behalf of, or are employed to solicit by, another person, both the person soliciting and the employer or other person upon whose behalf solicitation is being made must have valid solicitation permits.

#### ***What are the requirements for a solicitation permit?***

1. Proof of insurance as required by the city.
2. Payment of application fees in the amount of \$250. (Fees are non-refundable.)
3. Submission of application, under penalty of perjury, to the Clerk's Office at least thirty (30) calendar days prior to the time the solicitor requests to engage in solicitation. Applicants shall at all times maintain accurate application information with the City. If there is any change or modification in the information provided in the initial application, the applicant shall give written notification of such change to the Clerk's Office within two (2) weeks of the change.

The application must be complete and the information within the application must be accurate and truthful. If not, it will be grounds for denial of the permit.

4. Completion of fingerprints and background check by the Egg Harbor City Police Department. The applicant must present a valid identification card issued by a state within the United States of America prior to being printed. This must be completed for each person that will be soliciting. Please contact the Police Department at (609) 965-2901 to schedule the fingerprinting. (Fees are non-refundable.)
5. A photo taken by the police department. This will be used on identification badge that will issue.

***When will I receive my permit?***

Permit applications are reviewed by the Egg Harbor City Police Department. Generally, applications are approved and permits are issued within 30 days from the date received, unless delayed by fingerprint checking or other factors that require additional investigation to determine the qualification of the applicant.

**ADDITIONAL INFORMATION REGARDING SOLICITATION PERMITS**

***How do I need to submit my application?***

The applications can only be accepted at the Clerk's Office during normal business hours of 9AM to 4PM. The Clerk's office is located at 500 London Avenue, Egg Harbor City, NJ 08215. Fees can be paid in cash, personal check, or Cashier's check. Fingerprint appointments may be made after application fees have been paid.

***How often do I need to renew my permit?***

The commercial solicitation permits are valid for one year and may be renewed thereafter, unless sooner revoked. The Solicitation Permit Application must be submitted 30 days in advance of the expiration of the current permit, or a lapse in permit will occur. To avoid a lapse in permit, your application for renewal must be submitted at least 30 days prior to the expiration of the current permit.

Renewals are approved by the Egg Harbor City Police Department, based upon the applicant's compliance with any conditions of approval and no violation of the Egg Harbor City Municipal Code regarding solicitation. Non-refundable renewal fees are required.

***How do I receive additional information?***

Additional information can be acquired by calling the appropriate numbers below:

Police Department	(609) 965-2901
Clerk's Office	(609) 965-0081

Date: \_\_\_\_\_



**SOLICITATION PERMIT**  
**Application (New and Renewal)**

**City of Egg Harbor**  
**500 London Avenue**  
**Egg Harbor City, NJ 08215**  
**(609) 965-0081**

**COMPANY INFORMATION (Required in order to process application)**

Business/Corporation Name: \_\_\_\_\_ Bu

Business Phone #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_

Website: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_

Owner's E-mail Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_

Supervisor's E-mail Address: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_ Certificate or Policy #: \_\_\_\_\_

**APPLICANT INFORMATION (Must be completed for each person that will be soliciting)-Copy form as needed**

Name: (print or type) \_\_\_\_\_  
Last First Middle

List all other names you have used or been known as: \_\_\_\_\_

Permanent residence address  
(P.O. Boxes are not acceptable): \_\_\_\_\_  
Street (Include Apt. #)  
City State Zip Code

Home and business phone number(s) and hours when you can be contacted:  
Home Telephone ( ) \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Cell Telephone ( ) \_\_\_\_\_  
Business/ Work Telephone ( ) \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Email: \_\_\_\_\_

Birth Date: Mo. /Day /Yr. \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's license # \_\_\_\_\_  
and state issued in: \_\_\_\_\_  
Number State

For the purpose of identification, please provide the following:  
\_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color

List any other distinguishing marks (scars, tattoos, etc.): \_\_\_\_\_

**CRIMINAL HISTORY (FOR RENEWAL: Complete only if changes occurred from initial application)**  
*List any and all criminal arrests or convictions; infractions or misdemeanor citations received, including municipal or county code violation, pleas of no contest, and any criminal or civil cases pending in any court. You must include any cases dismissed or expunged pursuant to Penal Code Section 1203.4. DO NOT list traffic infraction violations.*  
*(Attach additional sheet(s) if more space is needed)*

Approx. Date	Police Agency (City and State)	Circumstances

Have you ever been placed on court probation as an adult?  Yes  No If "Yes", please give details (When, where, why): \_\_\_\_\_

Have you ever been arrested, charged with, convicted of, or currently under investigation for any crimes related to solicitation or other criminal offense including, but not limited to, violent crimes, sexual assault, possession of controlled substances, theft, fraud or burglary?  Yes  No  
If "yes" please give details:

Approx. Date	Police Agency (City and State)	Circumstances

**TIME AND LOCATION**

Requested times and places to solicit within the city:

<b>Dates:</b>		to		<b>Times:</b>		a.m.	to		a.m.	<b>Area:</b>
						p.m.			p.m.	
<b>Dates:</b>		to		<b>Times:</b>		a.m.	to		a.m.	<b>Area:</b>
						p.m.			p.m.	
<b>Dates:</b>		to		<b>Times:</b>		a.m.	to		a.m.	<b>Area:</b>
						p.m.			p.m.	
<b>Dates:</b>		to		<b>Times:</b>		a.m.	to		a.m.	<b>Area:</b>
						p.m.			p.m.	

I certify, under penalty of perjury, the information contained in this application is true, accurate and complete.

I understand that failure to provide all information requested or failure to provide accurate, true and complete information is cause to revoke or deny approval of a solicitation permit, and forfeiture of fees paid to the City.

I hereby authorize the Egg Harbor Police Department to investigate and confirm the information listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*PLEASE ATTACH ALL INFORMATION REQUIRED TO PROCESS THIS APPLICATION. DETAILS OF REQUIREMENTS CAN BE FOUND ON THE COVER PAGES. FOR FURTHER INFORMATION CONTACT THE EGG HARBOR CITY CLERK'S OFFICE AT (609) 965-0081.**

**For City Use Only:**

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Paid by: Cash \_\_\_\_\_ Check #: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Police Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief, Marcella Aylwin