

Solicitor's Permit Application Process & Guidelines

Township of Wantage

Pursuant to Ordinance #12-2025 and Chapter 4-4.1 of the Municipal Code Book

Application Process

To obtain a **Solicitor's Permit** in Wantage Township, applicants must comply with the following steps:

1. Background Check & Fingerprinting

- All applicants must undergo both **local and national background checks**, conducted through **IdentoGo**.
- Background checks are **mandatory** for both **initial applications and renewals**.
- **All costs** associated with background checks are the responsibility of the applicant.
- **Waivers are not permitted** unless formally granted by the Township governing body.

2. Permit Fee



- A **\$50.00 application fee** is required.
- Accepted payment methods: **Cash, Check, or Money Order** made payable to **Wantage Township**.

3. Permit Duration

- Permits may be issued for a requested period, **not to exceed one year**.

Solicitation Rules & Guidelines

While operating under a Solicitor's Permit in Wantage Township, you must adhere to the following regulations:

1.  **Hours of Operation:**
Solicitation is allowed **only between 9:00 AM and 5:00 PM, Monday through Friday**, and **only during the period specified in your permit**.
2.  **Permit Display:**
The permit must be **carried at all times** and **prominently displayed** on your lapel or on a **neck chain** while soliciting.

3.  **No Harassment:**

Any form of harassment, aggressive behavior, or refusal to leave when requested by a resident will not be tolerated.

4.  **No Knock Registry Compliance:**

You will be provided with the current list of addresses registered under the Township's **No Knock Registry**.

Soliciting at any of these addresses is strictly prohibited.

 **Violations & Penalties**

- Any violations of the above guidelines may result in:
 - **Immediate suspension** of your permit.
 - **Fines** or other penalties as determined by Township ordinance.
-

 **Questions or Concerns?**

Contact the **Township Clerk's Office** at:

- 973-827-7192 ext. 242
- Email or visit the Township website for more information and forms.



TOWNSHIP OF WANTAGE

888 State Route 23

Wantage, NJ 07461-3318

Ph.: 973-875-7192 Fax: 973-875-0801



Chapter 4-4 / Ordinance#12-2025

APPLICATION FOR SOLICITOR AND/OR CANVASSER PERMIT

Initial Application

Renewal Application

Annual Permit

Seasonal Permit

Daily Permit: _____ days

NAME OF APPLICANT: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

HEIGHT: _____ WEIGHT: _____ HAIR: _____ EYES: _____ AGE: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

SOCIAL SECURITY NUMBER/FEDERAL ID NUMBER: _____

NAME OF COMPANY OR BUSINESS: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

RELATION TO COMPANY/BUSINESS: _____

IF A VEHICLE WILL BE USED, PROVIDE THE FOLLOWING INFORMATION:

YEAR: _____ MAKE/MODEL: _____ COLOR: _____

STATE: _____ LICENSE PLATE NUMBER: _____

Briefly describe the nature of the business you will be undertaking, and the goods to be sold. If food handling is involved, specify the description of the food/beverage items:

Describe the place where the goods 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 this application is filed, and the proposed method of delivery:

Location where goods are manufactured or produced:

Where are these goods currently located:

Proposed Method of Delivery: _____

References: Provide the names, addresses and telephone numbers of at least two reliable property owners of Sussex County who are willing to attest to the applicant's good character and business respectability. If references are not available, provide alternative evidence, which will attest to the applicant's good character and business respectability:

Provide the names of any and all New Jersey municipalities in which you have solicited or canvassed within the past three months:

Have you ever been convicted of a violation of a crime, misdemeanor or violation of a municipal Ordinance? Yes _____ No _____

If yes, describe the nature of the Offense and the Punishment or Penalty assessed:

The information furnished by me is true and correct to the best of my knowledge and belief that I further understand that any false or fictitious information I submit grounds for automatic rejection of this application/permit being sought.

Signature of Applicant: _____ Date: _____

Signature of Notary: _____ Date: _____

(SEAL OF NOTARY)

.....
For office use only:

Check List for Application Completion:

- _____ Two recent photographs are attached, 2"x 2", showing head & shoulders of the applicant
- _____ Fingerprints of the applicant are attached
- _____ Letter verifying the applicant has no criminal record
- _____ \$30.00 application fee is attached
- _____ Application is submitted in duplicate
- _____ Copy of Current NJ Sales Tax Certificate is attached
- _____ Copy of a valid driver's license
- _____ Notarized on both applications

Payment method: _____ cash _____ check #: _____

Permit granted: _____ yes _____ no reason for denial: _____

Date issued: _____ date expires: _____ (not to exceed one year)

Clerk signature: _____ Date: _____

Chapter 4. General Licensing

§ 4-4. SOLICITORS AND CANVASSERS.

[Ord. 8/13/68; Ord. #68-4]

§ 4-4.1. Permit Required.

[Amended 8-15-2024 by Ord. No. 2024-11]

It shall be unlawful for any solicitor or canvasser as defined in subsection **4-4.2** of this chapter, to engage in such business within the corporate limits of the Township without first obtaining a permit therefore in compliance with provisions of this Chapter.

§ 4-4.2. Definition.

As used in the section:

A CANVASSER OR SOLICITOR

Shall mean any individual, whether a resident of the township or not, travelling either by foot, wagon, automobile, motor truck or any other conveyance from place to place, from house to house, or from street to street, taking or attempting to take orders or make contracts for sale at retail of goods, wares and merchandise, personal property of any nature for future delivery or for work or services of any nature to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample for the subject of such sale, or whether he is collecting advance payment on such sales or not.

§ 4-4.3. Exemptions.

[Amended 8-15-2024 by Ord. No. 2024-11]

This section is not intended to apply and shall not be construed to apply to a) sales of merchandise or solicitations of orders for merchandise by members, agents or employees of bona fide religious, charitable or non-profit corporation or associations, where the entire net proceeds of such sales inures to the benefit of such charitable, religious or non-profit associations or corporation, and no part of the sale price inures to the benefit of solicitor or canvasser, and shall not in any manner restrict or abridge the rights and privileges of persons holding state licenses issued to veterans and firemen who may come within the effect of N.J.S.A. 45:24-9, et seq., or b) to any person engaged in the delivery of goods, wares or merchandise or other articles or things in their regular course of business, to the premises of persons ordering or entitled to same, or c) to any person engaged in activities for or in behalf of a charitable, religious, civic or political organization.

§ 4-4.4. Application.

Applicants for a permit under this section shall file with the township clerk a sworn application in writing (in duplicate) on forms to be furnished by the clerk, which shall give the following information:

- a. Name and description of the applicant.
- b. Permanent home address and local address of the applicant.
- c. A brief description of the nature of the business and the goods to be sold.
- d. If employed, the name and address of the employer, together with credentials establishing the exact relationship.
- e. The place where the goods 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 said application is filed, and the proposed method of delivery.
- f. Two photographs of the applicant, at least two inches by two inches, showing the head and shoulders of the applicant in a clear and distinguishing manner. Such photographs shall have been taken sufficiently recently so that they portray the applicant's features substantially as they exist at the time of making the application.
- g. The fingerprints of the applicant, and the names of at least two reliable property owners of the county who will certify as to the applicant's good character and business respectability, or, in lieu of the names of references, such other available evidence as to the good character and business responsibility of the applicant and his employer, as will enable an investigator to properly evaluate such character and business responsibility.
- h. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense, and the punishment or penalty assessed therefore.
- i. The names of the municipalities in the State of New Jersey in which applicant has canvassed or solicited within the three months next preceding the date of application.

At the time of filing the application, a fee of ~~\$5~~ shall be paid to the township clerk, to cover the cost of investigation of the facts stated therein. ^{\$30.00}

Ord # 12-2025

§ 4-4.5. Investigation and Issuance.

- a. Upon receipt of such application, the township clerk shall cause such investigation of the applicant's business and moral character to be made as he deems necessary for the protection of the public good. Such investigation shall be completed within 10 days after the application is filed.
- b. If, as a result of such investigation, the applicant's character or business responsibility is found to be unsatisfactory, the township clerk shall endorse on such application his disapproval and his reasons for the same, and shall notify the applicant that his application is disapproved and that no permit will be issued.
- c. If, as a result of such investigation, the character and business responsibility of the applicant are found to be satisfactory, the township clerk shall endorse on the application his approval, and shall deliver to the applicant his permit. Such permit shall contain the signature and seal of the issuing officer, and shall show the name, address and photograph of the permittee, the class of permit issued and the kind of goods to be sold thereunder, the date of issuance and the length of time the same shall be operative as well as the permit number, and other identifying description of any vehicle used in such soliciting or canvassing. The clerk shall keep a permanent record of all permits issued. The fee for such permit shall be \$10.^[1]

[1] *Note: See also Chapter 21. "Fees."*

§ 4-4.6. Expiration of Permit.

Every permit issued hereunder shall be valid for the period of one year from the date of issuance, and upon expiration of said period, said permit shall expire.

§ 4-4.7. Subsequent Permits.

Any solicitor or canvasser who has been issued a permit under this section, shall so indicate upon his application form when applying for a new permit. Such applicant shall not be required to be fingerprinted again, and need supply only one photograph with the application, provided the photograph then on file with the township clerk was taken within the four years next preceding the date of the new application and still portrays a reasonably accurate likeness of the applicant.

§ 4-4.8. Badges.

The township clerk shall issue to each permittee at the time of delivery of his permit, a badge which shall contain the words "Licensed Solicitor", the date of application of such permit, and the number of the permit in letters and figures easily discernible from a distance of 10 feet. The badge shall, during the time such licensee is engaged in soliciting, be worn constantly by the licensee on the front of his outer garment in such a way as to be conspicuous.

§ 4-4.9. Carrying and Exhibiting Permits.

Solicitors and canvassers must carry their permits upon their persons at all times during solicitation or canvassing and are required to exhibit their permits at the request of any citizen.

§ 4-4.10. Duty of Police to Enforce.

[Amended 8-15-2024 by Ord. No. 2024-11]

It shall be the duty of any Police Officer, to include County Sheriff or State Trooper or the Township Zoning Officer, to require any person seen soliciting or canvassing, and not known to such officer to be duly licensed, to produce a solicitor's or canvasser's permit, and to enforce the provisions of this section against any person found to be violating same.

§ 4-4.11. Records.

The township clerk shall maintain a record for each permit issued and record the reports of violations therein.

§ 4-4.12. Revocation of Permit.

- a. Permits issued under the provisions of this section may be revoked by the township clerk after notice and hearing for any of the following causes:
 1. Fraud, misrepresentation, or false statement made in the application for permit.
 2. Fraud, misrepresentation, or false statement made in the course of carrying on his business as solicitor or canvasser.
 3. Any violation of this section.
 4. Conviction of any crime or misdemeanor involving moral turpitude, or

5. Conducting the business of soliciting or of canvassing in an unlawful manner, or in such manner as to constitute a breach of the peace, or as to constitute a menace to the health, safety or general welfare of the public.
- b. Notice of a hearing for the revocation of a permit shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid to the permittee at his last known address, or served upon him personally, at least five days prior to the date set for hearing.

§ 4-4.13. Appeals.

Any person aggrieved by the action of the township clerk in the denial or revocation of a permit shall have the right of appeal to the township committee. Such appeal shall be taken by filing with the township clerk, within 10 days after the notice of the action complained of has been mailed to such person's last known address or served upon him personally, a written statement setting forth fully the grounds for the appeal. The township committee shall set the time and place for hearing on such appeal, and notice of such hearing shall be given to the applicant in the same manner as provided in subsection **4-4.12b** for notices of hearing on revocation. The decision and order of the township committee on such appeal shall be final and conclusive.

§ 4-4.14. Hours for Canvassing or Soliciting; Display Permit.

[Added 8-15-2024 by Ord. No. 2024-11]

No canvassing or soliciting shall be done except during the period specified in the permit and between the hours of 9:00 a.m. and 5:00 p.m. Monday to Friday. The permittee shall carry the permit with him at all times while canvassing or soliciting and shall have the permit prominently displayed on his/her lapel or displayed on a neck chain.

§ 4-4.15. Conduct of Permittee; Establishment of a No-Knock Registry.

[Added 8-15-2024 by Ord. No. 2024-11]

- a. The permittee shall be courteous to all persons while canvassing or soliciting. The permittee shall not importune or otherwise annoy any person and shall conduct himself in a lawful manner.
- b. When the permittee shall cease operations under the permit in any event or on the expiration of the permit, the permittee shall surrender the permit to the Township Clerk.
- c. Establishment of No-Knock Registry.
 1. 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 available to owners or occupants of premises.
 2. The No-Knock Registry shall be maintained by the Township Clerk. The Township Clerk shall prepare an application to be used by residents with addresses of those premises whose owners or occupants have notified the Township that canvassing or soliciting are not permitted on their premises.
 3. The Township shall post a No-Knock Registry application on the Township website and distribute to other media outlets as designated by the Township. The Township shall provide copies of the applications to the public and undertake reasonable efforts in education and distribution, in order to promote public awareness of the No-Knock Registry.

4. The applicant form shall be available online and at the Office of the Township Clerk during normal business hours. The premises shall remain on the registry unless the owners or occupants submit another application requesting that the property be removed from the Registry. The inclusion of a premises on the Registry shall be deemed revocation of any privilege or license to enter or attempt to enter the premises.
5. The No-Knock Registry shall be made available to licensed canvassers or solicitors at the time of the issuance of a permit.
6. The most current list of registrants on the No-Knock Registry shall be available from the Township Clerk. It is the responsibility of the canvassers or person soliciting to have the most up-to-date list prior to engaging in any canvassing or soliciting.
7. There shall be no fee or cost imposed on the owner or occupant for submitting the application to include their premises on the No-Knock Registry.

§ 4-4.16. Violations and Penalties.

[Added 8-15-2024 by Ord. No. 2024-11]

Any person who violates any provision of this section shall, upon conviction thereof, be punished by a fine not exceeding \$500 or by imprisonment for a term not exceeding 90 days, or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

**TOWNSHIP OF WANTAGE
ORDINANCE # ORDINANCE # 12-2025**

**AN ORDINANCE AMENDING CHAPTER 21,
SECTION 21-3: GENERAL FEES, CHAPTER 4: GENERAL
LICENSING, 4-4.4: APPLICATION AND
CHAPTER 6: ALCOHOL BEVERAGE CONTROL,
SECTION 6-3.4: LICENSE FEES OF THE REVISED
GENERAL ORDINANCES OF THE TOWNSHIP
OF WANTAGE, NEW JERSEY
AUTHORIZING CHANGES TO CERTAIN FEES**

WHEREAS, the Mayor and Township Committee of the Township of Wantage has determined that costs of certain services provided by the Township to its residents and others do not cover the costs of providing those services; and

WHEREAS, certain fees are listed in different amounts in different Sections of the General Ordinances of the Township and the Township Committee is desirous of correcting those inconsistencies.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Township Committee of the Township of Wantage, County of Sussex, State of New Jersey as follows:

Section 1. Chapter 21 Fees

Section 21-3: General Fees shall be amended to change the fee for bulky waste collection sticker from \$45.00 to \$100.00, as determined by the Township Committee each year by Resolution.

Section 2. Chapter 21 Fees

Section 21-3: General Fees shall be amended to remove the fee for Calendar Business Advertisements in its entirety.

Section 3. Chapter 4 General Licensing

Section 4-4: Application sub-section (i) shall be amended to change the application fee for the cost of investigation of the facts stated in the application to \$30.00.


Section 4. Chapter 6 – Alcohol Beverage Control.

Section 6-3.4: License Fees shall be amended to change the annual license fee for:

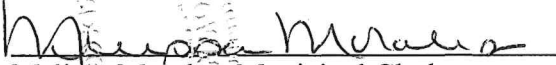
Plenary Retail Consumption License to	\$350.00
Plenary Retail Distribution License to	\$350.00
Club License to	\$100.00

Section 5. All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

Section 6. Effective Date. This Ordinance shall take effect immediately upon final passage and publication according to law.



 Ron Bassani, Mayor
 Township of Wantage

ATTEST:


 Melissa Morales, Municipal Clerk
 Township of Wantage

Introduction: April 24, 2025

	Motion	Second	Ayes	Nays	Absent	Abstain
Bassani			x			
VanderGroef	x		x			
Dudzinski		x	x			

Adoption: May 8, 2025

	Motion	Second	Ayes	Nays	Absent	Abstain
Bassani			X			
VanderGroef	X		X			
Dudzinski		X	X			



NJ Criminal History Records Information

Instructions for NJ Residents Requesting a New Jersey Fingerprint-Based Criminal History Record Check (records from NJ only)

The Personal Record Request Letter Will be available for Download on the NJSP website (<https://njportal.com/NJSP/m>) within 24 to 72 hours from the date of the scheduled appointment.

The Division of State Police, Criminal Information Unit (CIU) provides fingerprint-based New Jersey criminal history record checks to any resident of the State of New Jersey requesting a copy of their own criminal history record. A personal record request is typically for the purpose of:

- GOOD CONDUCT
- IMMIGRATION
- NATURALIZATION
- PERSONAL RECORD
- VISA
- INTERNATIONAL ADOPTION
- FOREIGN BUSINESS
- EXPUNGMENT

All Personal Record Requests are New Jersey state only background checks

If the background check identifies a criminal history the results will be mailed to the applicant's or employer's address. If the background check does not identify a criminal history the results will be available to the applicant or employer in the form of an official letter from the New Jersey State Police which is available for download via the NJSP website. See below for further instructions.

A NJ resident may obtain a criminal history record information (CHRI) check by submitting fingerprints via electronic live scan at one of the approved fingerprint capturing Identogo sites. The New Jersey State Police utilizes the live scan fingerprinting services provided by IDEMIA, a private company under contract with the State of New Jersey. To begin the fingerprint process, you are required to contact IDEMIA to schedule a time and place to have your fingerprints captured at one of the Identogo sites, which are conveniently located throughout the State of NJ. The quickest and easiest way to schedule your appointment is via the World Wide Web at <https://uenroll.identogo.com>

Web scheduling is available 24 hours per day, seven days per week. Applicants who do not have World Wide Web access should call IDEMIA at the company's toll-free telephone number, 1-877-503-5981 (Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to 12:00 noon). Spanish-speaking operators are available upon request. Upon arrival for your appointment to be fingerprinted, you must bring proper identification with the home address the appointment was scheduled with as outlined on IDEMIA's website.

Appointment registration and location information will be available on the Idemia Universal Enrollment Platform (UEP), allowing applicants to schedule appointments using a unique **Service Code** for each agency/fingerprint reason.

IDEMIA has assigned a Service Code for each unique combination of agency and applicant type. The six-character Service Code is used for uniquely identifying the Agency (ORI), and Reason for Fingerprinting (RFP). The use of the Service Code ensures that applicants are being fingerprinted for the correct purpose and are not being processed for a service they do not need. See below for a list of (4) available criminal history background checks provided by the New Jersey State Police with corresponding service codes listed for each type of request.

The fee for this fingerprinting service is \$45.73, which includes the \$15.73 vendor fee and associated state sales tax. The following forms of payment are accepted: VISA, Master Card, American Express, Discover, prepaid debit cards, or electronic debit (ACH) from a checking account. Payment will be collected at the Idemia fingerprint site on the day of the scheduled appointment. Appointments must be canceled by 5:00 p.m. on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment).

Once fingerprinted, Applicants and/or Employers will have the ability, within 24 to 72 hours, to download the Personal Record Request letter by clicking on the link, <https://njportal.com/NJSP/pr>. To download the Personal Record Request letter, Applicants and/or Employers will need the **Identogo PCN, Last Name and Date of Birth** as entered on the Identogo form to be authenticated. The Applicants and/or Employers will have up to **90 days** from the date fingerprinted to download the Personal Record Request letter. After **90 days**, the Applicant will need to repeat the Personal Record Request process and be fingerprinted again.

Failure to provide complete and accurate information may result in having to be fingerprinted again and incurring additional costs. **(There are no refunds once a criminal history background check is completed).** Questions or revisions to responses must be made within a ninety day (90) period or the full process will have to be repeated. If you do not receive your response within ten (10) working days please contact the Criminal Information Unit at 609 882-2000 ext. 2302 or CIU@njao.gov.

Any questions regarding New Jersey Criminal History Record Check Process can be directed to the New Jersey State Police, Criminal Information Unit at 609 882-2000 ext. 2302 or CIU@nisp.gov.

Below is a list of criminal history Background Checks provided by the New Jersey State Police. Corresponding service codes are listed for each type of request.

Personal Records Request:

Applicants that require one of the following fingerprint-based New Jersey criminal history record checks and need the results mailed to applicant's address.

- Immigration
- Naturalization
- **Personal Record**
- Visa
- Expungement
- Good Conduct

Service Code 2F1BJG

Contributor case number: PRR

(A criminal hit will result in full disclosure of the criminal record and will be mailed to the applicant's address. If there is no criminal history the result will be in the form of a letter which is available for download via the NJSP website: <https://ryporlatcom/NJSP/prr>)