

## **PEDDLERS LICENSE APPLICATION CHECKLIST**

**Required for business owners AND operators of businesses in the City. If owner and operator are the same individual, then only the operator's application is required.**

**Please make sure all items required are collected before beginning the process and submitting the documents to the Police department.**

\_\_\_ Completed Peddler's License Application.

*If incomplete, the Police Department cannot do a background check, and this will prolong the processing of your permit.*

\_\_\_ Two 2 ½ x 2 ½ passport-size photos of applicant.

\_\_\_ Background check fee (\$100 for initial license; \$50 for renewal) payable to "City of Rahway." Payment is to be made at the Rahway Police Dept. Records Bureau.

*Renewing applicants will complete an online criminal history check. Paperwork can be obtained from the Rahway Police Records department.*

\_\_\_ Payment of fingerprinting fee (\$40.70) payable to service provider, MorphoTrust. Instructions and scheduling information will be given to you upon receipt of completed application.

The above documents are to be submitted to the Police Records Bureau. When the fingerprint results are sent to us from MorphoTrust, your application will then be forwarded to the Detective Bureau for the background check. Your application will then be forwarded to the Chief of Police for approval. If approved, the application will then be turned over to the City Clerk's Office, who will contact you about picking up and paying for your license.

\_\_\_ An annual License fee payment of \$200 is required (cash, check, money order) payable to "City of Rahway" at the City Clerk's office for issuance of your license.

*Note: If your business will be serving food, a food vendor's certificate issued by the Rahway Division of Health & Housing is required after this application is approved by the Police Dept. Contact the Dept. of Health & Housing at (732) 827-2085 to schedule an inspection. Final license will not be issued without a food inspection.*

**Each application will be returned with the following items attached:**

\_\_\_ Completed License Release Authorization.

\_\_\_ Copy of NJ Business Registration Certificate & Tax ID number.

\_\_\_ Copy of New Jersey drivers abstract issued by NJMVC. Maybe obtained at [http://www.state.nj.us/mvc/Licenses/driver\\_history\\_page.htm](http://www.state.nj.us/mvc/Licenses/driver_history_page.htm).

Note: License expires on Dec. 31

*Updated 04/22/2021*

License No. \_\_\_\_\_

Date license issued: \_\_\_\_\_ Expires: 12/31/ \_\_\_\_\_

License Fee: None for license application  
Initial Background check fee: \$100      Renewal background check fee: \$50



City of Rahway  
1 City Hall Plaza  
Rahway, NJ 07065  
www.cityofrahway.org

**APPLICATION FOR PEDDLERS PERMIT – LICENSE (OWNER) APPLICATION**  
**PLEASE PRINT OR TYPE**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

If less than three (3) years, previous address: \_\_\_\_\_

\_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Birthplace: \_\_\_\_\_ Sex: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

What type of business will you be conducting? \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Will you be using a vehicle(s) in the operation of said business? \_\_\_\_\_

If yes, list vehicle(s) type: \_\_\_\_\_ License Plate: \_\_\_\_\_

List the name(s) and address (es) of those authorized to conduct business in the City of Rahway for your company.  
Each individual must complete a separate Peddler's Operator's License application.

#1: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#2: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

If so, state offense: \_\_\_\_\_

**CHARACTER REFERENCES**

Adult residents of the county who will serve as character references. These references must be persons other than relatives and business associates.

Reference #1: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reference #2: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reference #3: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**An additional fingerprinting fee payable to the service provider is required**  
APPLICATION MUST BE ACCOMPANIED BY THE FOLLOW:

1. APPROVED FINGERPRINT CHECK FROM THE RAHWAY POLICE DEPARTMENT.
2. A PICTURE NOT OVER 2 ½ X 2 ½ INCHES (HEAD SHOT).

**\*\* YOU ARE ADVISED THAT THIS FORM AND THE INFORMATION \*\***  
**PROVIDED THEREON IS SUBJECT TO RELEASE TO THE PUBLIC**  
**UNDER THE OPEN PUBLIC RECORDS ACT**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

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Police Chief: \_\_\_\_\_ Approval  Disapproved

Health Dept.: \_\_\_\_\_ Approval  Disapproved

City Clerk: \_\_\_\_\_ Date Issued: \_\_\_\_\_

License No. \_\_\_\_\_

Date license issued: \_\_\_\_\_ Expires: 12/31/\_\_\_\_\_

License Fee: \$200 per year

Initial Background check fee: \$100      Renewal background check fee: \$50



City of Rahway  
1 City Hall Plaza  
Rahway, NJ 07065  
www.cityofrahway.com

***APPLICATION FOR PEDDLERS LICENSE – OPERATOR***

**PLEASE PRINT OR TYPE**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

If less than three (3) years, previous address: \_\_\_\_\_

\_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Birthplace: \_\_\_\_\_ Sex: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

What type of business will you be conducting? \_\_\_\_\_

\_\_\_\_\_

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

NJ Tax Identification Number: \_\_\_\_\_

Will you be using a vehicle(s) in the operation of said business?    Y    N

If you answered "yes," list the make, model and color of the vehicle(s) and the license plate number:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

If so, state offense: \_\_\_\_\_

Reference name, address, and telephone number:

1. \_\_\_\_\_

2. \_\_\_\_\_

**An additional fingerprinting fee payable to the service provider is required**

APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

1. APPROVED BACKGROUND CHECK FROM THE RAHWAY POLICE DEPARTMENT.
2. A PICTURE NOT OVER 2 ½ X 2 ½ INCHES (HEAD SHOT).

**\*\* YOU ARE ADVISED THAT THIS FORM AND THE INFORMATION \*\*  
PROVIDED THEREON IS SUBJECT TO RELEASE TO THE PUBLIC  
UNDER THE OPEN PUBLIC RECORDS ACT**

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

**DO NOT WRITE BELOW THIS LINE**

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\_\_\_\_\_  
Signature of Police Chief

( ) Approved

( ) Disapproved

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

# IdentoGO<sup>®</sup> New Jersey Universal Fingerprint Form

[www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)

By IDEMIA

(1) Originating Agency Number (ORI #) <b>NJ0201300</b>		(2) Category <b>LOX</b>	(3) Statute Number <b>13:59-1</b>		
(4) Reason for Fingerprinting <b>LOCAL ORDINANCE</b>			(5) Document Type <b>S1</b>	(6) Payment Information <b>\$42.80</b>	
(7) Contributor's Case # (Unique Identifier)			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number ( ) -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both		(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> A Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input type="checkbox"/> W White ( Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown	
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address			
		City		State	Zip
<b>Identification Requirement</b> - Acceptable identification must be presented at the time of printing. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/issuing agency), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2011).					

**Please READ This Form Carefully:**

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG\_NJAPP\_051719\_V1, at your scheduled appointment.

**Appointment Scheduling:**

Scheduling is available anytime at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

**Payment:**

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

**Cancel/ Reschedule:**

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$12.00 plus tax (\$12.80) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**Unable to be Fingerprinted:**

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG\_NJAPP\_051719\_V1, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$12.00 plus tax (\$12.80) appointment fee. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**PCN and Receipts:**

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. Idemia Identity & Security will not provide *duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.*

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information: <b>RAHWAY PD</b>		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

**APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM**

IDG\_NJAPP\_051719\_V1



**City of Rahway Police**  
**One City Hall Plaza**  
**Rahway, New Jersey 07065**

**John M. Rodger**  
**Director**  
**Chief of Police**

## RELEASE AUTHORIZATION

To all courts, Probation Department, Law Enforcement Agencies, Selective Services Board, Physicians, Hospitals, Employee, Education and other Institutions and Agencies without exception, I \_\_\_\_\_, am making an application for a

**Firearms Application**

**Peddlers**

**Taxi Driver**

To the City of Rahway and as a result an investigation is being conducted to determine my eligibility. Therefore, you are hereby authorized to release to the Rahway Police Department or its representative any and all information, documentary or otherwise pertaining to me, which they may request.

A photo static copy of this authorization will be considered as effective and valid as the original:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone# \_\_\_\_\_ Cell# \_\_\_\_\_

SS# \_\_\_\_\_ DOB: \_\_\_\_\_

NJDL# \_\_\_\_\_ Expiration date: \_\_\_\_\_

Applicants Signature/Date

Witness (City of Rahway Employee/ Date)

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**Note:** Persons who have had their application denied based on information provided by the State Bureau of Identification (criminal history) have the right to challenge the accuracy of the report and will be given an opportunity to correct or completed that record.

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**PUBLIC NOTICE**

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**NOTICE OF ADOPTED ORDINANCE**

The Ordinance published herewith, the summary terms of which are included herein, was finally adopted by the Municipal Council of the City of Rahway, County of Union, State of New Jersey, at a meeting held on December 12, 2011. Copies of said Ordinance are available at the City Clerk's Office to the members of the general public who shall request same.

**ORDINANCE - CITY OF RAHWAY, NEW JERSEY  
O-36-11**

**AN ORDINANCE AMENDING CHAPTER 311 "PEDDLING, SOLICITING AND  
VENDING" OF THE CODE OF THE CITY OF RAHWAY**

**BE IT ORDAINED** by the Municipal Council of the City of Rahway, County of Union, State of New Jersey, as follows:

That Chapter 311, "PEDDLING, SOLICITING AND VENDING", of the Code of the City of Rahway be and is hereby amended as follows:

**ARTICLE I – CANVASSING AND SOLICITING**

**§ 311-2 Fee:**

The applicant for the permit shall pay a **One Hundred (\$100) Dollar fee** to cover the expenses of the application and Police Department review.

**§ 311-3 Permit Application:**

- A. The applicant for the permit shall make an application to solicit or canvass and shall state the following information:
- 1) Full name.
  - 2) Age, height and weight.
  - 3) Place of birth.
  - 4) Whether married or single.
  - 5) Place of residence and length of such residence.
  - 6) Whether or not previously convicted of a crime.
  - 7) Employer's name and address.
  - 8) Description of clothing worn by applicant.
  - 9) Description of project for which the applicant intends to canvass or solicit.
- B. Each applicant shall be fingerprinted before a permit shall be issued. He shall also submit his photograph as required by **§ 311-7(b)**.



- C. **Out of State residents must supply a certified copy of a background check from their State of residency.**
- D. **Each applicant must supply a Business Registration Certificate from the State of New Jersey.**
- E. **Each applicant must supply a Tax Identification Number from the State of New Jersey.**

### **ARTICLE III - PEDDLERS**

#### **§ 311-20 License and permit required**

- A. Any individual who owns and/or operates a peddling business must first obtain a license from the City Clerk.
- B. Employees of peddling businesses actively peddling within the City of Rahway must first obtain a permit from the City Clerk.
- C. Licenses and permits must be displayed in full view during the course of business.
- D. Licenses/permits must be renewed annually each calendar year.
- E. Background checks will be conducted on **an annual** basis for each holder of a license or permit.
- F. It is the responsibility of the license holder to ensure that each new employee who engages in the activities regulated by this article completes an application and receives a permit.
- G. Holders of special licenses from the State of New Jersey pursuant to the regulations of N.J.S.A. 45:24-9, as supplemented and amended, (honorably discharged veterans and exempt members of volunteer fire departments, volunteer fire engineer, hook and ladder, hose supply company or salvage corps. of any municipality or fire district in the State of New Jersey who hold exemption certificates issued to them) must fill out an application and pay for any background checks with the New Jersey Division of State Police but shall be exempt from any of the City's administrative fees for background checks hereunder. Only honorably discharged veterans who have resided in the State of New Jersey for at least six months and in Union County for at least three months shall qualify for this exemption.
- H. All licenses and permits shall expire on the last day of each calendar year.
- I. Upon termination of an employee, all permits of terminated employees must be returned to the City Clerk within 10 days of such termination.
- J. All peddlers selling food items from a vehicle must have the vehicle(s) inspected by the City Health Department and present a valid Food License at the time of application for a peddlers license.**

**§ 311-23 License Fee**

- A. The license fee for peddlers who use or employ one or more wagons or other vehicles shall be \$200 annually, except that holders of special licenses pursuant to § 311-20(g) shall be exempt.
- B. The license fee for peddlers who do not use or employ wagons or other vehicles, but carry their wares or goods about by foot, shall be \$100 annually; except that holders of special licenses pursuant to § 311-20(g) shall be exempt.
- C. For initial license/permit application:
  - 1) **Each applicant is responsible for the cost of fingerprinting.**
  - 2) Fee of **\$100**, payable to the City of Rahway to cover the administrative fee for the background check, except holders of special licenses pursuant to § 311-20(g) shall be exempt.
- D. For **an annual** background check at renewal:
  - 1) **Each applicant is responsible for the cost of the secondary check.**
  - 2) **Fee of \$50, payable to the City of Rahway to cover the administrative fee for the background check, except holders of special licenses pursuant to § 311-20(g) shall be exempt.**

**§ 311-24 Stationary peddling locations.**

- A. No person authorized to conduct a business of being a peddler shall disturb the public by crying out his wares nor by creating a nuisance, nor shall any such person remain or allow any vehicle or conveyance to remain within 100 feet of any one residence building for a period of time exceeding 15 consecutive minutes for the purpose of conducting such business.
- B. As used in this section, "residence building" shall mean a detached dwelling used as a place of residence by not more than two families.
- C. **No peddler may stop to sell goods in the Special Improvement District.**

**BE IT FURTHER ORDAINED**, if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the Courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudicated and the remainder of the Ordinance shall be deemed valid and effective.

**BE IT FURTHER ORDAINED**, any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

**BE IT FURTHER ORDAINED**, this Ordinance shall take effect upon passage and publication in accordance with applicable law.

**M- Baker**

**S - Steinman**

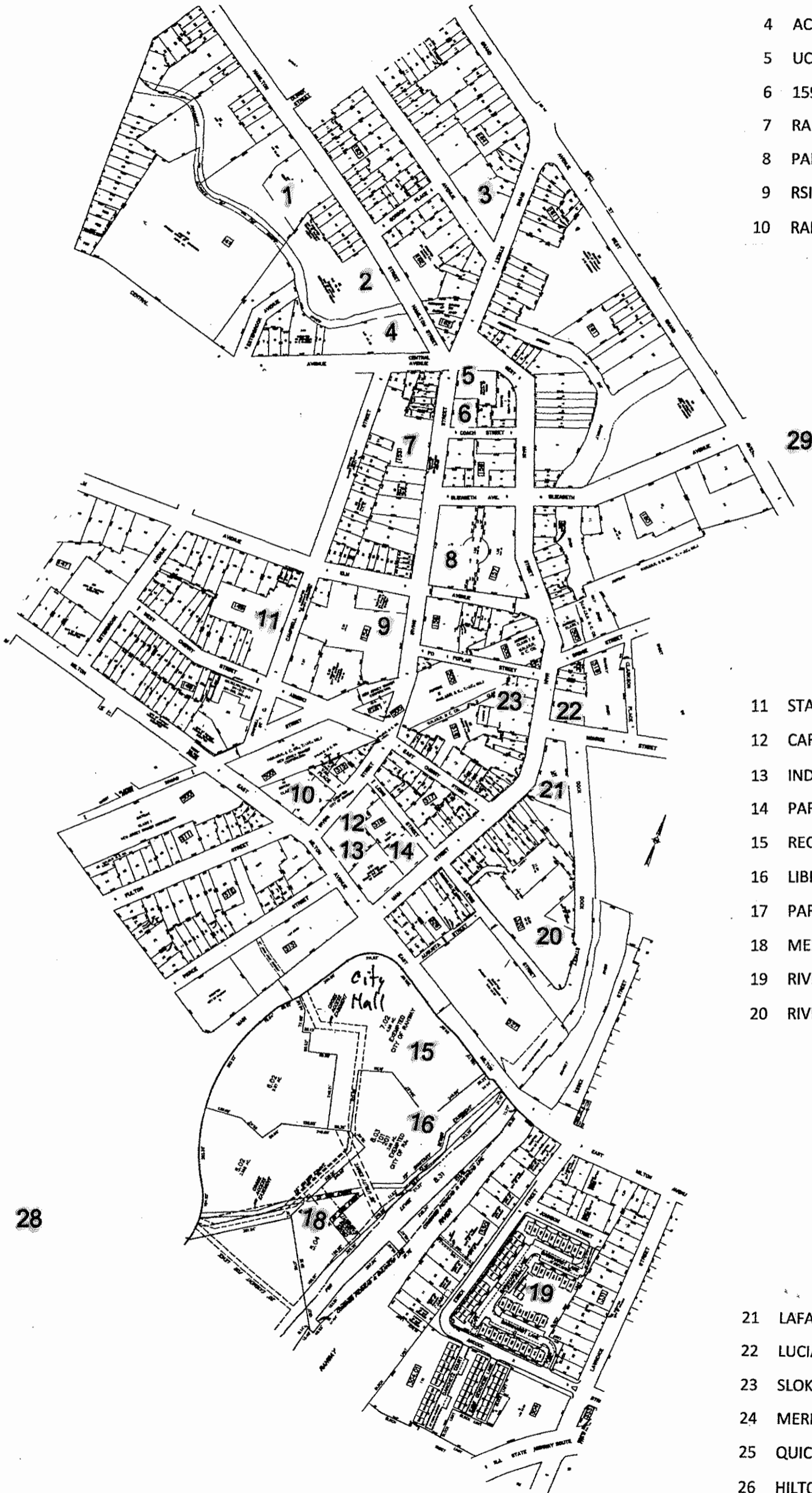
**YES: Baker, Cox, Mione, Rachlin, Saliga,  
Scaturo, Steinman, Wenson Maier,  
Brown**

Date Introduced November 14, 2011

Date of Adoption December 12, 2011

Central Business District -  
No selling in this area

- 1 THE HAMILTON STAGE
- 2 ARTS DISTRICT PARKING LOT
- 3 ARTS GUILD OF NEW JERSEY
- 4 ACTORS FUND HOUSING
- 5 UCPAC
- 6 1591 IRVING
- 7 RAHWAY YMCA/PARKING
- 8 PARK SQUARE
- 9 RSI BANK
- 10 RAHWAY TRAIN STATION



- 11 STATION PLACE
- 12 CARRIAGE CITY
- 13 INDIGO HOTEL
- 14 PARKING GARAGE
- 15 RECREATION CENTER
- 16 LIBRARY & OFFICE SPACE
- 17 PARKING
- 18 MERIDIA WATER'S EDGE
- 19 RIVERWALK
- 20 RIVER PLACE
- 21 LAFAYETTE VILLAGE
- 22 LUCIANO'S
- 23 SLOKKER/MAIN STREET
- 24 MERIDIA GRAND
- 25 QUICK CHEK
- 26 HILTON EXTENDED STAY HOTEL
- 27 BEST WESTERN HOTEL
- 28 ROSEGATE
- 29 ELIZABETH AVENUE

28

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27