

### **Procedures for Door to Door Soliciting**

An applicant for a solicitation permit shall be required to provide the following information in writing!

1. The name of each individual who will be going door to door in the Twp. of Monroe.
2. The present address of each individual who will engage in solicitation within the Twp. of Monroe.
3. Provide information whether the individual has ever been arrested or convicted of a crime, offense or violation and if so, the nature of conviction, the date of conviction, and the penalty imposed.
4. The employer or organization for which solicitation will be made.
5. The telephone number of the employer or organization.
6. The name of a contact person at the offices of the employer or organization.
7. The type of goods or services to be sold, or the type of survey or research to be conducted.
8. As to all vehicles to be used by the applicants, the make, model, year, color and license plate information of the vehicle or vehicles.
9. The expected dates of solicitation within the Twp. of Monroe.
10. The names of other municipalities in New Jersey where the applicant has been issued and or "denied" a permit to solicit or peddle in the past two (2) years.
11. The application shall be accompanied with two (2) passport-size photographs for each person on the application.
12. You would also have to produce a photo identification. (Passport or Driver's License) The applicant and/or solicitor.
13. The application must be completed in a clear and legible manner to avoid prolonging the process.
14. Application will be forward to the Police Dept. for background check. It will take 14 business days for a response back to our office.
15. If the application is denied, the Police Dept. will supply us with the reasons in writing.
16. If you would like to reapply you would have to complete a new application and resubmit payment.
17. **Application Fees are Non-Refundable.**
18. Badges will be supplied for each solicitor and **must** be **worn at all times**.
19. Solicitors **must** adhere to the Township's **Do Not Knock Registry**. An updated list will be sent to the applicant each Friday via email; this must be printed and given to each approved solicitor.
20. All Licenses and badges must be surrendered at expiration date.

#### **FEES:**

**\$100.00 for initial Applicant and \$50.00 per each additional Solicitor.**



# Township of Monroe

County of Middlesex

**CHRISTINE ROBBINS**  
Township Clerk

OFFICE OF TOWNSHIP CLERK

Municipal Complex  
1 Municipal Plaza  
Monroe Township, NJ 08831-1900  
Phone (732) 656-4573  
Fax (732) 521-3190

1. Applicant's Full Name: \_\_\_\_\_
2. Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_
3. Home Phone Number: \_\_\_\_\_
4. Email Address: \_\_\_\_\_
  - This email **must** be checked each Friday for an updated Do Not Knock Registry to be distributed to each solicitor. Please acknowledge by initialing here: \_\_\_\_\_
5. Has the applicant ever been convicted of any crime, misdemeanor or violation, if so, the nature of the offense and the punishment or penalty assessed: \_\_\_\_\_  
\_\_\_\_\_
6. Date of Birth: \_\_\_\_\_
7. Social Security Number: \_\_\_\_\_
8. Driver's License No.: \_\_\_\_\_
9. Company Name: \_\_\_\_\_
10. Company Phone No.: \_\_\_\_\_
11. Company Address: \_\_\_\_\_  
\_\_\_\_\_
12. Description of merchandise or service to be peddled, solicited or auctioned: \_\_\_\_\_  
\_\_\_\_\_
13. Commencement Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (all permits exp. Dec. 31<sup>st</sup>)
14. If a vehicle or vehicle(s) are to be used, list the year, make, model, VIN# and license plate number(s) of each vehicle(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there is more than one person peddling, soliciting or distributing merchandise or printed material, please list the Names, Addresses, etc.

**Solicitor#**

Name.....

Address.....

Date of Birth..... SS#.....

Driver's License Number.....

**Solicitor#**

Name.....

Address.....

Date of Birth..... SS#.....

Driver's License Number.....

**Solicitor#**

Name.....

Address.....

Date of Birth..... SS#.....

Driver's License Number.....

**Solicitor#**

Name.....

Address.....

Date of Birth..... SS#.....

Driver's License Number.....

**Solicitor#**

Name .....

Address .....

Date of Birth ..... ss# .....

Driver's License Number .....

**Solicitor#**

Name .....

Address .....

Date of Birth ..... ss# .....

Driver's License Number .....

Has any Individual to be licensed under this application ever been arrested or convicted of a crime?  
YES or NO (circle). If so explain the nature of the offense and indicate the date and place (Municipality)  
it occurred.

Applicant's Name: \_\_\_\_\_

Offense: \_\_\_\_\_

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

Municipality: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Offense: \_\_\_\_\_

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

Municipality: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Offense: \_\_\_\_\_

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

Municipality: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Offense: \_\_\_\_\_

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

Municipality: \_\_\_\_\_