

## **APPLYING FOR SOLICITOR PERMIT WITHIN THE BOROUGH OF MADISON**

Any individual applying for a solicitor's permit must read and comply with the Borough Ordinance Code 139 pertaining to soliciting and must abide by the Borough of Madison's No-Visit/No-Knock Policy. The solicitor application and fingerprint/background check must be completed and approved before permit(s) are issued. All solicitors, unless exempt, must wear the Borough issued permit at all times while going door-to-door. Please read the following guidelines for applying for a permit to solicit within the Borough of Madison.

### **Application Procedures:**

#### **STEP 1: Initial Application**

- Complete the Borough of Madison's Application to Solicit as your preliminary application and along with a list of all your door-to-door solicitor's names.

#### **STEP 2: Solicitor Fingerprint Procedures**

- Each door-to-door solicitor must complete his/her own **Idento Fingerprint Form** (enclosed) for his/her fingerprint services conducted at a MorphoTrust facility. The directions to the closest MorphoTrust facility are provided with this form. You may choose to use a facility closer to your home or work if you wish; additional locations are available on line at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Please note, multiple copies of this form have been enclosed in this packet however you may need to make additional copies so you have one for each door-to-door solicitor in your group to be fingerprinted.
- Each solicitor must make his/her individual fingerprint appointment by calling MorphoTrust at (877) 503-5981 or via website at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). On the day of the solicitor's fingerprint appointment, he/she must bring his/her Idento Fingerprint Form to the fingerprint appointment. MorphoTrust will need this form in order to conduct the proper fingerprint services.
- Once fingerprint services are completed by a MorphoTrust Agent, a receipt will be attached to the solicitor's Idento IDG\_NJAPP\_020115\_V2 form and the MorphoTrust Agent will return it to him/her. A copy of this receipt may then be faxed or dropped off to Police Records Office to ensure that your results are received properly and would expedite the processing of your permit. You will be notified by the Police Records Office as soon as all background results from the fingerprints have been received and solicitor permits are available to be picked up.

- **ALL APPLICATIONS AND PAPERWORK MUST BE FAXED TO 973-593-2248 ONLY** ▪

**BOROUGH OF MADISON**  
**APPLICATION TO SOLICIT**

**APPLICATION FOR:** SOLICITOR \_\_\_\_\_ **OR** MOBILE FOOD VENDOR \_\_\_\_\_

NON-PROFIT OR CHARITABLE \_\_\_\_\_ **OR** FOR PROFIT \_\_\_\_\_

**SOLICITING STATE DATE:** \_\_\_\_\_ **SOLICITING END DATE:** \_\_\_\_\_

PLEASE KEEP IN MIND THE DATES YOU INDICATE ABOVE ARE TENTATIVE TO WHEN EACH AND ALL OF YOUR SOLICITORS HAVE MADE THEIR INDIVIDUAL FINGERPRINT APPOINTMENTS WITH IDENTO AND UPON COMPLETION OF THEIR FINGERPRINT SERVICES/RESULTS.

**FEES:**

NON-PROFIT, CHARITABLE & RELIGIOUS – EXEMPT \_\_\_\_\_ no fee

**CHECK ONE:**

SOLICITING FEE: **(\$20) day** \_\_\_\_ **(\$75 ) week** \_\_\_\_ **(\$150) month** \_\_\_\_ **(\$500) year** \_\_\_\_

CASH OR CHECK (for above fee only) this fee is per group not per person PAYABLE TO BOROUGH OF MADISON.

**OTHER FEES:**

NON-PROFIT EXEMPT

FINGERPRINT SERVICES: **(\$40.70)** each door-to-door solicitor (CONDUCTED AT MORPHOTRUST)

PAY ABOVE FEE DIRECTLY TO IDENTO/MorphoTrust PAYMENTS & APPOINTMENTS @ [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)

**NAME OF BUSINESS OR ORGANIZATION:**

\_\_\_\_\_ (work#) \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**MAIN CONTACT PERSON(S):** \_\_\_\_\_ (cell#) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **FAX#** \_\_\_\_\_

**► PLEASE LIST THE NAMES & EMAIL ADDRESSES OF ALL DOOR-TO-DOOR SOLICITORS ON THE BACK OF THIS FORM OR ON A SEPARATE SHEET OF PAPER AND SUBMIT WITH THIS APPLICATION PRIOR TO MAKING FINGERPRINT APPOINTMENT**

FAX: 973-593-2248 ◀ email: [kiehlk@rosenet.org](mailto:kiehlk@rosenet.org)

Description and purpose of campaign/sale/services: \_\_\_\_\_

Make/Model/Plate# of vehicle(s) being used: \_\_\_\_\_



By MorphoTrust USA

# New Jersey Universal Fingerprint Form

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

(1) Originating Agency Number (ORI #) <b>NJ0141700</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>\$40.70</b>	
(7) Contributor's Classification (Initial Identifier) <b>SOLICITOR</b>			(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"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> Asian/Pacific Islander (includes Asian Indian) <input type="checkbox"/> Black <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> White (includes Hispanic/Spanish Origin) <input type="checkbox"/> Unknown		
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address		State	Zip
		City			

**Identification Requirement** - 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/employer), 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 10/31/2010).

**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\_020115\_V2, 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, 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 \$10.00 will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust 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\_020115\_V2, 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 \$10.00 appointment fee. MorphoTrust 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. MorphoTrust 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>MADISON 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\_020115\_V2

**BOROUGH OF MADISON**  
**NON-PROFIT OR CHARITABLE SOLICITOR PROCEDURES**

Any individual applying for a permit to solicit within the Borough of Madison must read and comply with the Borough Ordinance Code Chapter 139-1:139-15 pertaining to soliciting and abide by the No-Visit/Do Not Knock Policy. Please read the following guidelines for completing your request to solicit in Madison.

**APPLICATION REQUIREMENTS:**

All non-profit or charitable organizations, although exempt from most solicitor permit procedures and fees, must notify us in writing at least 48-hours or (2-days) in advanced prior to soliciting. A complete list of all door-to-door solicitor's names and addresses should be submitted on the organization's letterhead, date(s) your organization intends to solicit/canvass, a main contact's phone number, e-mail address and purpose or cause for which the permit is sought. The Borough of Madison's Solicitor Application may also be submitted otherwise the above procedures still apply. All paperwork should be faxed to the Madison Police Department Records Office at 973-593-2248. Additional contact information may be found at the bottom of this page. All non-profit solicitors must abide by the Borough of Madison's Soliciting Borough Code 139 No-Visit List Policy and should contact the Police Department Secretary, Kristy Kiehl for an updated copy of this list prior to going door-to-door. It is the soliciting organization's responsibility for distributing a photocopy of this list to all your door-to-door solicitors so that each and every one will have a copy of this list prior to soliciting. Solicitors must abide by this policy and respectfully not visit the homes on this list. Violators may be subject to a fine of no greater than \$500 and/or suspension or revocation of their license to solicit. We ask that names of all solicitors be submitted so permits can be created for each canvasser to wear when going door-to-door for identifiable purposes unless your group has been exempt from wearing permits and proper notification to this Police Department had been made as indicated in the above procedures. Permits may be picked up M-F (8AM-3:30PM). You must notify the Police Secretary in advance if you will require a Saturday, Sunday or same-day pick-up date.

**SUBMIT NON-PROFIT APPLICATIONS TO SOLICIT ALONG WITH LIST OF ALL CANVASSERS TO:**

Police Department Records FAX: (973) 593-2248 or [kiehlk@rosenet.org](mailto:kiehlk@rosenet.org)  
Kristy Kiehl or Connie Phillips Phone: (973) 593-3016 or 3015

**PERMIT PICK-UPS:** Monday – Fridays (8AM-3:30PM) or call above to make other arrangements.

**NON-PROFIT OR CHARITABLE ORGANIZATIONS**