



Solicitor's Permit Application

Municipal Clerk's Office
 2300 Route 33, 2nd Floor
 Robbinsville, NJ 08691
 (609) 259-3600 ext. 1108

Instructions:

1. File this form in the Municipal Clerk's Office
2. Submit 2 recent photos taken within last 3 mos. approximately 2-1/2" x 2-1/2"
3. Submit application fee of \$100.00
4. Attach a copy of your Driver's license to the application
5. Fingerprinting shall be required of applicants who will operate on public property;
 You must contact the Robbinsville Township Detective Bureau at 609-259-3900 to obtain a contribution case number for IdentoGO to get fingerprinted for this permit. There is an additional fee through IdentoGO for fingerprinting. **Once fingerprinted contact the Robbinsville Township Detective Bureau as they will need to conduct a background investigation to complete your application.** Once the Detective Bureau completes your application it will be forward to the Clerk's Office. **Applicants operating solely on private property shall not be subject to fingerprinting.**
6. Food/Ice Cream/Lunch Trucks will be subject to permitting through the Health and/or Fire Departments and will pay additional fees for these permits.
7. Applications are forwarded to the police department and Zoning Office for investigation and approval and may take 6-8 weeks to process.

Applicant Name (First, Middle, Last)		Home/Cell Phone:			
Address		City	State	Zip	
Social Security No.	Date of Birth	Sex	Height	Hair/Eye Color	
Email Address					
Name of Organization		Tax ID #			
Name of Person in Charge of Organization/Solicitation if other than applicant:		Business Phone:			
Business Address		City	State	Zip	
Vehicle Make	Vehicle Model	Vehicle Year	Vehicle Color	Plate #	
Driver's License No.		Vin#			
Dates and Hours solicitation will be conducted:					

Places where solicitation will take place within the Township:
What types of goods or merchandise will you be soliciting? (Food, Art, Chairs, Flyers for Restaurant, Etc.)
Have you ever been convicted of a crime, misdemeanor, or violation of any Municipal Ordinance? If yes, state date and place of each conviction; nature of the offense; punishment or penalty imposed:
List of other locations where solicitation was conducted within the past 6 months
If goods being sold are manufactured or produced, where are products located?
What advertising will be done in conjunction with solicitation activities? (i.e. handbills, circulars, flyers, newspaper ads. Please provide a copy of advertisement with application if available).

Applicant certifies that all statements made on this form are true and correct to the best of his/her knowledge. Applicant further certifies that he/she has not been the defendant or subject of any action successfully prosecuted by any agency of any government in New Jersey.

Date: _____ Signed: _____

FOR OFFICIAL USE OF ROBBINSVILLE TOWNSHIP:		
Police Recommendations: Date: _____	Approved: _____	Denied: _____
Reason for Denial: _____		Signature Police Chief: _____
Zoning Approval _____	Health Approval _____	Fire Approval _____
Municipal Clerk's Approval _____	Permit # _____	Issue Date _____



ROBBINSVILLE TOWNSHIP POLICE DEPARTMENT

Non-Criminal Justice Fingerprinting

The New Jersey State Police Applicant Live Scan Fingerprinting vendor (IDEMIA, formerly MORPHO Trust USA) has transitioned to a new enrollment system and website for scheduling non-criminal justice fingerprinting based criminal history background checks.

All applicants are directed to IDEMIA's new website at <https://uenroll.identogo.com/>

A unique service code that corresponds to the specific reason for being fingerprinted will replace that traditional Identogo Universal Fingerprinting Form (UFF). Applicants will no longer be required to provide the form at IDEMIA's Identogo fingerprinting locations. In place of the previous Universal Fingerprinting Form, each applicant will use the uniquely assigned service codes on a web based Universal Enrollment Platform (UEP) scheduling system.

IDEMIA has assigned the below service codes for each unique combination of agency and applicant type. The following list of service codes will replace the existing Universal Fingerprinting Forms. In order to schedule an appointment using the new Universal Enrollment Platform, all applicants are directed to IDEMIA's new website, listed above. Applicants shall utilize the appropriate service code:

Service Codes:

- 2F164B Firearms Licensing, 2C:58-1 thru 4.1
- 2F17ZY Local Ordinance, 13:59-1
- 2BZZQK Alcohol Beverage License, 33:1-25
- 2F1B77 Paid or part time firemen, 40A:14-9
- 2F1HSX Volunteer, 13:59-1

Applicants must utilize their law enforcement agency's Originating Agency Identification (ORI) number and obtain an incident (CAD) number from the police department.

Robbinsville Township Police Department ORI Number: NJ011200

Robbinsville Township Police Department Contribution Case Number: _____

05/13/2026