



Township of Monroe

SOLICITOR INSTRUCTIONS AND CHECKLIST 2024

Chapter 230-12 Definitions:

SOLICITOR- A person, also known as a "canvasser," whether a resident of the Township or not, traveling either by foot, cart, motor vehicle, or any other type of conveyance, from place to place, from house to house or from street to street, who takes or attempts to take orders for sale of goods, merchandise, or personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not the individual has, carries or exposes for sale a sample of the subject of the sale and whether or not he accepts an advance payment for the goods. Any person taking a poll or a survey from house to house or on the streets, or distributing advertisements or handbills, is included.

Chapter 230-13 License Required:

It shall be unlawful for any person to engage in the business of a peddler within the corporate limits of the Township without first obtaining a license and submitting a criminal background check under Chapter 230-15.

Chapter 230-14 Exceptions:

This article shall not apply to any person giving alarm of fire or similar emergency warning, discharging a governmental duty, distributing literature on behalf of a candidate for public office or making calls as part of a service to which the occupant of the house subscribes.

Chapter 230-15 Application Information:

The application for a Solicitor's License shall indicate the place where the goods or property 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 of application and the proposed method of delivery. The applicant shall also provide personal identification data, including height, weight, identifying marks and two photographs, approximately 2 1/2 inches square, of their face.

Chapter 230-17 Fee:

- A. The annual fee for a solicitor's License shall be \$100.00 per year. The license year shall be from January 1 to December 31 of the filing year of the application. Said fee shall not be prorated for any portion of any calendar year.
- B. Upon approval, an ID fee of \$25.00 shall be paid by applicant.

Chapter 230-19 Restrictions:

No soliciting or canvassing activity shall be conducted before 10:00 am or after 5:00 pm. No licensee shall solicit at any residence or other building when barred by the householder by a sign with words to affect that solicitors are not invited or prohibited.

Chapter 230-20 Charitable purposes:

Any duly incorporated organized society, civic club or fraternal organization sponsoring any social or amusement affair to raise funds strictly for charitable purposes shall be exempt from the payment of Township established license fees; however, a permit shall be secured from the Township. The application shall set forth the specific purpose for which the proceeds of the affair shall be devoted and shall set forth the place and date where the social or amusement affair shall be held. All applicants shall provide satisfactory proof of nonprofit status upon request, including but not limited to evidence of tax exemption.

Solicitor Application Checklist:

- Completed application
- \$100.00 non-refundable application fee
- \$25.00 non-refundable permit fee

You will be provided a form to be fingerprinted which must be completed in order to do your background check. Upon approval of your application, our staff will take a photo of you which will be used for your Solicitor ID card.



LICENSE NO. _____

APPLICATION FOR SOLICITOR LICENSE

Date: _____

Name: _____

Any other name by which you have been known: _____

Permanent Home Address: _____

Local Address (if different): _____

Date of Birth: ___/___/___ Social Security No.: ___-___-___

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Company Name: _____

Address: _____

Email Address: _____ Phone (Cell): _____

Description and nature of business and goods, services, or wares to be sold or distributed:

Location where goods/services originate: _____

If vehicle is used: Make: _____ Model: _____ Year: _____ Color: _____ Plate: _____

Driver's License No.: _____

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Insurance Coverage Information

Proof of Insurance: _____

Policy No.: _____

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Business Operation Information

Dates: _____

Yearly: _____ Days of the week: ___M___T___W___Th___F___S___S Hours of Operation: _____

Route: _____

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Background Check and Security

- Has the applicant ever been convicted of any offense or crime other than a motor vehicle offense? YES NO (circle appropriate response)
If yes, supply the following information:
- Date or Year of Offense: _____
- Description of the Offense: _____
- Where was the Offense committed: _____?
- What sentence, including fine or probation, was imposed: _____

I certify under penalty of criminal prosecution that all information supplied on this application is true and correct. I understand that any false statement given on this application which is knowingly false constitutes a violation of N.J.S.A. 2C:28-3, punishable as a fourth-degree crime. I also certify that I have read the Code Chapter (230) on Peddling and Soliciting and agree to comply with all sections.

Signature of Applicant: _____

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Approval or Denial

Approval by Chief of Police: _____

Denial by Chief of Police: _____

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Yearly and Daily Fee Structure

Solicitor Fees:

- (1) \$100.00 annual fee.
- (2) Photo ID Fee: \$25 per employee.

Exemptions:

See § 230-14

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ALL LICENSES EXPIRE ON DECEMBER 31st OF THE YEAR ISSUED

This license must be able to be presented to any enforcement officer at any time during the operation of your business. Failure to confirm the legality of your license may result in the revoking of your license for the remaining year.

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Official Use Only

Date Paid: _____ Received by: _____

Amount Collected: _____ Check/Cash: _____