

BOROUGH OF ROSELAND
140 Eagle Rock Avenue
Roseland, NJ 07068

INSTRUCTIONS FOR COMPLETING APPLICATION FOR SOLICITATION LICENSE

1. Application for License

- Submit completed application to the Municipal Clerk's Office with all forms and required materials. All items must be complete for processing.
- Applicant's signature must be notarized before submitting the application for processing. Roseland does not provide notary services.
- Application fee of \$100.00 per person must be submitted at the time of application. The fee is nonrefundable whether or not the license is approved or denied. Two (2) current photographs of the applicant approximately 2 ½ by 2 ½ must be submitted with the application. ***[NOTE: Licenses expire at the end of three (3) months following the date of issuance.]***
- Complete Authorization for Release of Information.

2. Request for a Criminal History Record (Solicitor's License Background)

- Please follow the below instructions and note that you will need to use a credit card or electronic check as payment for the required State Bureau of Identification (SBI) check fee of \$20.00:
- Go to the website <https://www.njportal.com/njsp/criminalrecords/>. You will need to enter the police department ORI number on the first page, which is **NJ0071800**. At this time it is incumbent on the applicant to verify the ORI number to make sure it is correct. A literal translation will appear and the applicant has the option of continuing or canceling the filing. You will see the following below the ORI entrance block if the correct ORI number **NJ0071800** is entered: "The selected ORI Number is associated with City/Agency – "**ROSELAND PD**". After the **NJ0071800** selection has been made, click "Continue".
- If the "Continue" option is chosen, the applicant will fill out the demographics (Personal, Address & Contact Information). After filling out the required information, click "Continue".
- On the "FILING" screen you will select the type of background needed from the "Reason for Filing Request" options:

~~☉ NJS 2C:583. Purchase of Firearms~~

- **Local Ordinance**
- ~~State Agencies Statute for HUD Compliance~~
- For Solicitors, etc. they will select the “**Local Ordinance**” option. Once this is done, the “**Description of Reason for Filing Request**” box located just underneath the aforementioned selection must be completed with the appropriate statute, rule or regulation, executive order, administrative code, local ordinance or resolution. For example, in the “**Description of Reason for Filing Request**” box the applicant will type, “**Solicitation License, Roseland Ordinance #02-2015**”.
- When this information is completed, the applicant must then check the **agreement box** located at the bottom of the “**Filing**” page. You will have the opportunity to review and make changes on any of the previous screens at the next “**Review**” screen before moving on to the payment screen. Click “**Continue**”.
- If all of the entered information is correct, the applicant will check out. Click “**Continue**” then “**Checkout**” on the “**Checkout**” screen. On the “Transaction Summary” screen you’ll note there is a fee of \$20.00 and payment must be made by credit card or electronic check. Choose **Credit Card or Electronic Check** on the Payment dropdown menu. Click “**Continue**” and enter the required information on the following screen. Once payment is verified, the applicant will receive a **Confirmation & Receipt** that will include the confirmation number. A copy of this should be submitted to the Roseland Police Department. The **SBI request** and records check will then be forwarded to the **Roseland Police Department** via their **ORI number, NJ0071800**.

Mobile Food Vendors

- Applicants for mobile food vending must also apply to the Roseland Health Department for license and vehicle inspection. A valid Solicitation License is a prerequisite for obtaining a mobile Retail Food Establishment license from the Health Department.

Renewal of License

- Applicant is required to file a new application and Request for a Criminal History Record (Solicitor’s License Background) and repeat the processing procedure annually which includes review and approval by the Roseland Police Department.