



CITY OF PLEASANTVILLE  
VENDOR/PEDDLER'S CHECKLIST

- \_\_\_\_\_ COMPLETED APPLICATION
- \_\_\_\_\_ COPY OF DRIVER'S LICENSE
- \_\_\_\_\_ BOARD OF HEALTH CERTIFICATE (if applicable)
- \_\_\_\_\_ COPY OF REGISTRATION & INSURANCE (if applicable)
- \_\_\_\_\_ INSTRUCTIONS TO REQUEST AN ELECTRONIC (on-line)  
CRIMINAL HISTORY RECORD FROM THE NEW JERSEY STATE  
POLICE. UPON COMPLETION OF YOUR REQUEST, YOU MUST  
PROVIDE A CONFIRMATION PRINTOUT FROM THE WEBSITE.
- \_\_\_\_\_ FEES (\$300.00) payable upon approval of application.

Received \_\_\_\_\_  
To Police Dept. \_\_\_\_\_  
Approved/Denied \_\_\_\_\_



## VENDOR/PEDDLER APPLICATION

NO.

FEE: \$300.00

DATE: \_\_\_\_\_

FILL IN ALL SPACES COMPLETELY

NAME: \_\_\_\_\_ FED ID/SS# \_\_\_\_\_

PERMANENT HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_ PHONE# \_\_\_\_\_

NAME AND ADDRESS OF FIRM REPRESENTED: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF THE GOODS TO BE SOLD: \_\_\_\_\_

\_\_\_\_\_

NAME AND ADDRESS WHERE GOODS ARE PURCHASED: \_\_\_\_\_

\_\_\_\_\_

ATTACH THE ATLANTIC COUNTY BOARD OF HEALTH CERTIFICATE (If applicable)

LIST THE MAKE AND MODEL OF VEHICLE: (If applicable) \_\_\_\_\_

\_\_\_\_\_

VEHICLE INSURANCE AND REGISTRATION ATTACHED? Yes \_\_\_\_\_ No \_\_\_\_\_

LIST THREE PERSONAL REFERENCES: (Include address and telephone number)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT'S PLACE/S OF RESIDENCE FOR THE PRECEDING THREE (3) YRS:

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME: \_\_\_\_\_

IF YES, NATURE OF OFFENSE: \_\_\_\_\_

LENGTH OF TIME FOR WHICH THE LICENSE IS DESIRED: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

CITY CLERK \_\_\_\_\_

DATE \_\_\_\_\_

ADMINISTRATOR \_\_\_\_\_

DATE \_\_\_\_\_

CHIEF OF POLICE \_\_\_\_\_

DATE \_\_\_\_\_

MAYOR \_\_\_\_\_

DATE \_\_\_\_\_

**ELECTRONIC REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION  
FOR NON-CRIMINAL JUSTIC PURPOSE (Form 212-A)**

**APPLICANT INSTRUCTIONS- STEP 1**

For the purpose of these instructions, electronic filing is to be used for Firearms Licensing & Local Ordinance only.

**Local Ordinance**

To be used for those applicants who are applying with the City of Pleasantville for a Mercantile, Taxi, Vendor or other local ordinance regulation which would require a Criminal History Record Check of the applicant.

**Firearms licensing**

To be used for those applicants who, already have been issued a Firearms Identification Card and/or have a SBI number by the NJ State Police specifically for FIREARMS.

\*\*First time firearms applicants must complete the NJ Universal Fingerprint Form so they can be fingerprinted through the Morpho Trust Company.\*\*

**APPLICANT INSTRUCTIONS- STEP 2**

- ✓ Applicant must be provided with the nine-digit Originating Agency Identification Number (ORI)
- ✓ The Pleasantville Police Department ORI number is: **NJ0011900**
- ✓ Applicant will log on to **<https://www.njportal.com/njsp/criminalrecords/>** and click on the **ONLINE FORM 212**, a highlighted block located on the lower left side of the page.
- ✓ The applicant will follow the prompts for demographic and payment information.
- ✓ Upon completion of the form, the applicant will receive an email Confirmation & Receipt that will include a confirmation number.
- ✓ At this time the request will be forwarded to the Pleasantville Police Department's work queue for approval and submission to the NJ State Police for processing.
- ✓ The applicant can find more detailed information by clicking on the **Help Tab**, located on the top right side of the page.