



Donna A. Higbee  
CHIEF OF POLICE

# TOWNSHIP OF GALLOWAY POLICE DEPARTMENT

300 E. JIMMIE LEEDS ROAD, GALLOWAY, N.J. 08205  
Phone: (609) 652-3705 Fax: (609) 652-0667  
www.gtpd.org



## APPLICATION FOR CANVASSING & SOLICITING PERMIT

Follow online instructions for a criminal background check by the NJ State Police. At the time you apply using this form, you must provide two passport-sized portraits, the material you will be distributing and an application fee of \$50, by cash or money order, payable to The Township of Galloway. If approved, your permit will be valid for 60 days from the approval date. PLEASE PRINT CLEARLY.

1. APPLICANT'S FULL NAME \_\_\_\_\_
2. DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_-\_\_\_\_-\_\_\_\_
3. PLACE OF BIRTH \_\_\_\_\_
4. HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ EYE COLOR \_\_\_\_\_ HAIR COLOR \_\_\_\_\_
5. RESIDENCE ADDRESS \_\_\_\_\_
6. TIME AT THIS ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_
7. DRIVER'S LICENSE NO. and STATE \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME, MISDEMEANOR OR DISORDERLY CONDUCT OFFENSE IN NJ OR ELSEWHERE?    Y or N     
IF YES, HOW MANY TIMES?       

8. GIVE DATES and NAME & ADDRESS OF COURT OR POLICE DEPT  
\_\_\_\_\_  
\_\_\_\_\_
9. DAYS, DATES AND ROUTE OF BUSINESS IN GALLOWAY (which shall be between the hours of 9:00AM and 5:00PM)  
\_\_\_\_\_  
\_\_\_\_\_
10. NAME, ADDRESS and PHONE NUMBER OF ORGANIZATION & PURPOSE OF SOLICITATION.  
\_\_\_\_\_  
\_\_\_\_\_
11. DESCRIPTION OF VEHICLE YOU WILL BE USING WHILE SOLICITING  
MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_
12. LICENSE PLATE NUMBER AND STATE \_\_\_\_\_

The above information is true, accurate and correct to the best of my knowledge.

Signed X \_\_\_\_\_ Date \_\_\_\_\_

=====Applicant - do not write below this line=====

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

-----  
SIGNATURE/TITLE

-----  
DATE

*Township of Galloway, NJ  
Wednesday, September 12, 2018*

## Chapter 141. Canvassing, Peddling and Soliciting

### Article I. Canvassers and Solicitors

#### § 141-1. Registration required.

No person, except as provided herein, shall canvass, solicit, distribute circulars or other matter, or call from door to door or place to place in the Township of Galloway without first registering with the Chief of Police or, in his absence, the officer in charge of the Police Department.

#### § 141-2. Scope.

For the purpose of this article, a canvasser or solicitor shall also be deemed to be one who is not in the business of selling goods, but one who makes surveys for research purposes, analysis, opinion polls, rating data and any such similar work by which of its nature involves a door-to-door or place-to-place activity, and shall include persons going from door to door or place to place for the purpose of contributions, donations or aims for any persons or organization.

#### § 141-3. Purpose.

The purpose of this article is to prevent fraud, crime and unethical and dishonest business practices, and for the general protection, health and welfare of the residents of the Township of Galloway.

#### § 141-4. Application information.

Each registrant shall, at the time of registering, file with the Chief of Police an application in writing which shall give the following information:

- A. Name, age and physical description of applicant.
- B. Complete permanent home and local address of applicant.
- C. Name and address of the organization or person for whom solicitation is being made.
- D. Description of the nature of the business and the goods, services or wares to be sold, and sufficient information to determine whether or not the business he is to transact is interstate or intrastate commerce.
- E. Two photographs of the applicant which shall be approximately 2 1/2 inches by 2 1/2 inches in size showing the head and shoulders of the applicant in a clear and distinguishing manner.
- F. The days, dates and route of his business in the Township of Galloway (which shall be between the hours of 9:00 a.m. and 5:00 p.m.).

- G. A statement as to whether or not the applicant has been convicted of a crime, misdemeanor or disorderly conduct offense, where and when so convicted, the nature of the offense and the penalty, if any.
- H. The make, model, year, color and license plate number of automobiles used by the applicant during the period of solicitation within the township, and the number of his driver's license and the state of issuance.
- I. Each applicant for registration shall submit to a criminal history name check from the New Jersey State Bureau of Identification in the New Jersey State Police. The applicant for registration shall pay to the Township the cost imposed by the New Jersey State Police for such a criminal history name check and a nonrefundable fee to the Township of \$50. The report must cover the five years preceding the application, and in the event that the report reveals any prior convictions for crimes or offenses which in the judgment of the Chief of Police would negatively impact the safety of the public, the Chief of Police shall disapprove the application. The registration shall be valid for 60 days from the date of the approval of the application.  
[Added 4-23-2013 by Ord. No. 1865; amended 6-25-2013 by Ord. No. 1868; 2-23-2016 by Ord. No. 1934-2016]

### § 141-5. Registration certificate.

Each registrant shall carry the registration certificate at all times when in the township and shall exhibit it to any citizen or police officer upon request. At the conclusion of each day's canvassing or soliciting, the registration card shall be deposited with the Chief of Police.

### § 141-6. Appeal upon denial of application.

[Amended 6-28-2005 by Ord. No. 1609]

In the event an application for canvassing or soliciting is disapproved by the Chief of Police for reasons of reported unethical business practices or a previous conviction of a crime, the applicant may appeal to the Township Council, which shall set a time and place for a hearing, which hearing shall be held within 10 days after appeal is taken by the applicant. At such hearing the applicant will be given an opportunity to present his reasons why the license should be issued. The decisions of the Township Council shall be final.

### § 141-7. Hours.

No person subject to the provisions of this article shall canvass, solicit or distribute circulars or other matter except during the hours of 9:00 a.m. and 5:00 p.m., Monday through Saturdays.

### § 141-8. Nonprofit groups exempt.

[Amended 7-7-1975 by Ord. No. 507; 4-23-2013 by Ord. No. 1865]

Any person or organization canvassing or soliciting individually or on behalf of a nonprofit organization with respect to any political, electoral, religious, community, charitable or other public interest shall be exempt from the registration requirements of this article. Such persons or organizations may, but are not obligated or required to, provide to the Chief of Police a statement, in writing, giving the following information:

- A. Names of solicitors and purpose or cause for which solicitation is being made;
- B. Name and address of the organization; and
- C. Names and addresses of all individuals who will be soliciting, canvassing or distributing literature in the Township.

## **Instructions for Solicitor Permit Applicants**

- For the required NJ State Police background check, you must log on to <https://www.njportal.com/njsp/criminal records/> and use the **ORI number NJ0011100**.
- Click on the **ON LINE FORM 212A**, a highlighted block located on the lower left side of the page
- Follow the prompts for demographics and payment information.
- Upon completion of the form, you will receive an email Confirmation and Receipt that will include a **Confirmation Number**.
- At this point, your request will be forwarded to the Galloway Police's Department's work queue and be submitted to the NJ State Police for processing.
- You will find more detailed information by clicking the **Help Tab**, located on the top right side of the page.