



HAWTHORNE POLICE DEPARTMENT

445 Lafayette Avenue
Hawthorne, New Jersey 07506
(973) 427-1800



Soliciting & Canvassing Instructions & Application

As set forth in Borough Ordinance 361-4, Trade Solicitation Licensing Procedure, the completed application must be presented to the Chief of Police for approval along with the following:

1. Provide an authorization letter, on company letterhead, from the organization or company to whom you are soliciting on their behalf.
2. You will need to supply Two 2"x2" size face photo (passport) which will
 - a. Be attached to your ID Card.
3. Photo ID: Drivers License / Passport, Etc.
4. Provide proof of a current New Jersey sales tax identification number.
5. Provide a list of the last five municipalities in New Jersey where solicitations were conducted.

The fee is \$60 for the first applicant, \$40 for each additional applicant. A payment in the form of **check or money order** made payable to the Borough of Hawthorne is due at pickup of ID. **We cannot accept cash payment.**

PLEASE NOTE THE FOLLOWING RULES:

As per Borough Ordinance, Canvassing or trade solicitation can only take place between 9:00 a.m. and 9:00 p.m. Do not go to back doors. Ask permission before going into apartment housing

Solicitor permits are non-transferable and should be turned in to Police Headquarters upon expiration.

No-Knock Listing: The police records department maintains an updated list of borough residents that are on the "No Knock" list. No solicitor shall solicit that address. Any solicitor that violates this request will be subject to a fine as outlined in Borough Ordinance 361-8. Please be sure that you have the most recent listing as they are updated frequently.



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~ APPLICATION FOR PERMIT TO SOLICIT, CANVASS OR SURVEY ~

1. Name of Applicant: _____

Address: _____

DOB: _____ Cell Number: _____

Email: _____

2. Business Name Soliciting on Behalf of: _____

Contact Name & Number: _____

Address: _____

Phone Number: _____

3. Make, Model of Vehicle & License Plate #: _____

4. List 5 New Jersey Municipalities that you have conducted trade solicitations in:

1. _____

2. _____

3. _____

4. _____

5. _____

5. Type of Activity for which permit is requested:

_____ Trade Solicitation

_____ On Public Streets or Place

_____ Door to Door

_____ Canvass or Survey

_____ Opinion Poll or Sampling

_____ Product Literature

_____ Other (Give short description _____)

I certify that the statements contained in the application are true. I understand that if any matter recited above changes during the effective period of the requested permit, I will report such change immediately to the Borough Clerk for amendment of this application. **I further certify that no person under the age of 18 years will be involved in this solicitation, canvass or survey.**

Date _____

Signature of Applicant _____

Office Use Only

Police Case #: _____

Date Submitted: _____

Date Approve: _____

Date Denied & Reason: _____