

**BOROUGH OF BEACHWOOD**  
**1600 PINEWALD ROAD**  
**BEACHWOOD NEW JERSEY 08722**  
**(732) 286-6000**  
**(732) 286-6007 fax**  
**www.beachwoodusa.com**

Application for License under Ordinance #2005; Chapter 4, Section 2.11 for Door to Door Regulations

Carefully read the ordinance for what is required of the applicant(s) for the Chief of Police.

License Fee \$250.00 \_\_\_\_\_

License Number \_\_\_\_\_  
Date: \_\_\_\_\_

1. Name of Applicant \_\_\_\_\_

2. Description of Applicant: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Height \_\_\_\_\_ Color of Hair \_\_\_\_\_ Color of Eyes \_\_\_\_\_ Birth Date \_\_\_\_\_

3. Address: Headquarters/Employer \_\_\_\_\_

4. Business Name \_\_\_\_\_

5. Phone Number \_\_\_\_\_ 6. Cell Phone Number \_\_\_\_\_

6. Email Address \_\_\_\_\_

7. Business Address \_\_\_\_\_

8. Business Phone Number \_\_\_\_\_ 7 d: Business Emergency  
Number: \_\_\_\_\_

9. Self-Employed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

9. If Not Self-Employees, Name and business address of  
employer: \_\_\_\_\_

| 10. Employment record for the last five (5) years: Stating Use back of form if necessary |    |                       |                |
|--|----|-----------------------|----------------|
| From   | To | Business Name Address | Title/Position |
| Employment   |    |                       | Length of      |

11. State the name of the president of the corporation: \_\_\_\_\_

12. Detail the nature of the business which you are to conduct in the Borough of Beachwood, and a description of the merchandise or service to be sold or rendered: \_\_\_\_\_

13. Has the applicant or any employee applying under this application ever been convicted of any crime, or been \_\_\_\_\_

convicted of a violation of any Municipal ordinance pertaining to licensing requirements, as set forth in the above listed ordinance? If so, provide the details respecting same.

14. Please list name(s), address(es), date of birth(s), and phone number(s) of all employees applying to solicit door to door. Use separate sheet if necessary.

Dated: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

\*\*\*\*\* POLICE DEPARTMENT ONLY\*\*\*\*\*

Background check is \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

\_\_\_\_\_  
Signature of Police Official

\_\_\_\_\_  
Date



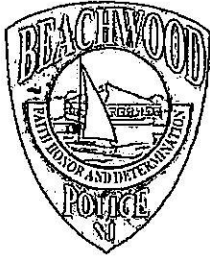
## **BEACHWOOD POLICE DEPARTMENT**

1600 Pinewald Road  
Beachwood, New Jersey 08722  
Phone: (732) 286-6000 Ext 100  
Department Fax: (732) 286-6022

---

### **Information Required to be Submitted for Door-to-Door Solicitor Application**

- Copy of driver license for each employee applying to solicit door to door.
- Vehicle description(s) and license plate information of any/all vehicles which will be used by employees during door-to-door solicitation.
- Two photographs of each employee applying to solicit door to door, taken within 60 days of the application, which clearly show the head and shoulders of each applicant. The photo shall measure two inches by two inches (2" x 2")
- Fingerprints must be submitted for criminal history background check. Contact police department for case number, ORI, and service code prior to scheduling appointment with IdentoGO.
- Each employee/applicant must complete and sign an "Authorization to Conduct a Criminal History Record Background Check" form.
- Please reference Borough of Beachwood ordinance #4-2.11 for additional information required by the borough.



Chief Glen DeMarco

## AUTHORIZATION TO CONDUCT A CRIMINAL HISTORY RECORD BACKGROUND CHECK

### DOOR-TO-DOOR SALES

A criminal history record background check is required for any persons or positions designated as "Door-to-door sales." This investigation into official public records will determine the existence or non-existence of a record of criminal charges. Applicants who decline to submit to a criminal history record background check or fail to provide required information will be denied clearance for the purpose to which they are applying. In addition, an applicant may be denied if the information on this form has been falsified or if the nature of the criminal history record meets the disqualifying criteria of Beachwood Borough Ordinance: 4-2.11C(3).

**Please Print Clearly or Type**

Name (Last, First, M.I.) \_\_\_\_\_

Other Names Used \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date Of Birth (M/D/Y) \_\_\_\_\_  
(If you do not have SS#, attach a copy of your passport)

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

Have you ever been convicted of a criminal offense?

Yes \_\_\_ No \_\_\_ If yes, where? (City, County, State) \_\_\_\_\_ Date \_\_\_\_\_

Residence History: Provide complete addresses for U.S. residences during the last (10) years

Date: From: \_\_\_\_\_ To: \_\_\_\_\_

Street Address, Apartment #, City, County, State & Zip Code \_\_\_\_\_

Date: From: \_\_\_\_\_ To: \_\_\_\_\_

Street Address, Apartment #, City, County, State & Zip Code \_\_\_\_\_

THE BOROUGH OF BEACHWOOD MAINTAINS THE RIGHT TO CONDUCT, EITHER THROUGH POLICE DEPARTMENT EMPLOYEES OR THROUGH A THIRD PARTY, A BACKGROUND INVESTIGATION OF ANY APPLICANT SUBMITTING AN APPLICATION FOR DOOR-TO-DOOR SALES. NONE OF THE INFORMATION PROVIDED ON THIS FORM WILL BE USED TO DISCRIMINATE AGAINST ANY APPLICANT OR EMPLOYEE ON THE BASIS OF RACE, SEX, AGE, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY, OR VETERAN STATUS.

BY SIGNING THIS FORM, YOU AUTHORIZE THE BOROUGH OF BEACHWOOD AND/OR IT'S DESIGNATED THIRD PARTY TO CONDUCT A BACKGROUND INVESTIGATION, WHICH MAY BE DEEMED APPROPRIATE OR DESIRABLE. A CRIMINAL HISTORY MAY RESULT IN THE DENIAL OF THE APPLICATION. IN ADDITION, YOU ACKNOWLEDGE YOUR AWARENESS OF THE FACT THAT ANY FALSE OR MISLEADING STATEMENT, OMISSION, OR FAILURE TO DISCLOSE INFORMATION MAY ALSO RESULT IN THE DENIAL OF THE APPLICATION. I DO HEREBY RELEASE ALL AGENTS, SERVANTS, AND EMPLOYEES OF THE BOROUGH OF BEACHWOOD, THE PERSON IN CHARGE OF THE LAW ENFORCEMENT AGENCY OR DEPARTMENT, AND ALL MEMBERS OF SUCH LAW ENFORCEMENT AGENCY OR DEPARTMENT FROM ALL LIABILITY RESULTING FROM THE FURNISHING OF THIS INFORMATION TO THE BOROUGH OF BEACHWOOD.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

#### **4-2.11 Regulation of Door-to-Door Sales.**

a. Definitions.

Chief of Police shall mean the Chief of Police or representative authorized by the Chief of Police to perform the acts of the Chief of Police in accordance with this section.

Criminal history background check shall mean a determination of whether a person has a criminal record by cross-referencing the person's name and fingerprints with those on file with the Federal Bureau of Investigation, Identification Division and the State Bureau of Identification in the Division of State Police.

Door-to-door sales enterprise shall mean any public or private business, corporation or partnership that produces earnings through door-to-door sales including businesses, corporations or partnership that participates in canvassing, itinerant vending and/or peddling as defined herein. Said enterprise shall not include an organization that participates solely for non-profit solicitation.

Owner(s) of door-to-door sales enterprise shall be defined to include all principals who own ten (10%) percent or more of the equity in the corporation or business trust, partners and officers in the aggregate employed by the entity as well as any subsidiaries directly controlled by the business entity.

b. Applications. An application for a license as provided herein shall be made to the Chief of Police upon forms provided by the Borough. Such application shall be sworn to and filed with the Chief of Police at least ten (10) days prior to the time at which the license supplied for shall become effective. The application required shall contain the following information:

1. The name, description, address or headquarters of the person applying for the license.
2. If the applicant is not an individual, the names and addresses of the applicant's principal officers, operating managers and all members of the applicant's Board of Directors.
3. If the applicant is a nonprofit corporation of the State of New Jersey, a certified copy of its certificate of incorporation, together with any amendments or supplements thereto.
4. If the application is a corporation, an in-state registered agent must be identified by name and street address.
5. If the applicant is an individual, the permanent home address and full local address of the applicant.
6. If the applicant is employed, the name and address of the employer, together with credentials establishing the exact relationship.

7. A brief statement of the nature of the business and description of the merchandise or service to be sold.
8. The name and address of the person or persons who will be in direct charge of conducting the sale or offer of merchandise or service(s) and the name of all promoters connected with the proposed sale or offer.
9. An outline of the method or methods to be used in conducting the sale or offer of merchandise or service(s).
10. The length of time for which the license is desired including a schedule of the streets or portions thereof which will be canvassed and the preferred dates of such canvassing.
11. If a vehicle or vehicles are to be used, a description of such vehicles and license numbers.
12. The place where the goods or property to be sold or offered for sale are manufactured or produced, where such goods or property are located at the time such application is filed and the proposed method of delivery.
13. If the applicant is an individual, two (2) photographs of the applicant taken within sixty (60) days immediately prior to the date of the application, which photograph shall clearly show the head and shoulders of the applicant and shall measure two inches by two (2" x 2") inches, and a set of fingerprints to be taken by the Borough Police Department.
14. Two (2) business or banking references located in the County of Ocean, State of New Jersey.
15. A statement to the effect that if a license is granted, it will not be used or represented in any way as an endorsement by the Borough of Beachwood or by any department or officer thereof.
16. A signed statement as to whether the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor.
17. Such other information as may be reasonably required by said Chief of Police in order for him to determine the kind and character of the proposed solicitation and whether such solicitation is in the interest of any not inimical to the public welfare.
18. Applicants shall maintain and produce proof of insurance coverage in the minimum amounts of one hundred thousand (\$100,000.00) dollars per person for personal injuries, three hundred thousand (\$300,000.00) dollars per occurrence for personal injuries and fifty thousand (\$50,000.00) dollars for property damage. The Borough of Beachwood shall be named as an additional insured on all such insurance policies. The insurance coverages shall not

be terminated or canceled prior to the expiration date thereon unless thirty (30) days' advance written notice is provided to the Borough of Beachwood.

19. A temporary license may be issued for a period not to exceed sixty (60) days upon the written recommendation of the Chief of Police.

c. Criminal History Background Checks.

1. The Chief of Police shall initiate criminal history record background checks of present and prospective canvassers, peddlers, itinerant vendors or owners and employees of a door-to-door sales enterprise as set forth in this subsection.

2. No person shall be licensed as a canvasser, peddler, itinerant vendor or owner or employee of a door-to-door sales enterprise unless the Chief of Police certifies that the person has no criminal history record of a conviction for an offense enumerated in paragraph c,3 of this subsection.

3. A person subject to paragraph c,2 of this subsection whose criminal history record background check reveals a conviction for any of the following crimes and offenses shall be disqualified from receiving a license to conduct canvass, peddle, itinerant vend or perform door-to-door sales:

(a) If the conviction was in New Jersey for a crime:

(1) Involving danger to the person, meaning those crimes and disorderly persons offenses set forth in N.J.S.A. 2C:11-1 et seq., N.J.S.A. 2C:12-1 et seq., N.J.S.A. 2C:13-1, et seq., N.J.S.A. 2C:14-1 et seq., or N.J.S.A. 2C:15-1 et seq.; or

(2) Against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in N.J.S.A. 2C:24-1 et seq. or N.J.S.A. 2C:25-17 et seq.; or

(3) Involving theft as set forth in Chapter 20 of Title 2C of the New Jersey Statutes; or

(4) Involving any controlled dangerous substance or analog as set forth in Chapter 35 of Title 2C of the New Jersey Statutes except Paragraph (4) of Subsection a. or N.J.S.A. 2C:35-10.

(b) If the conviction was in any other state or jurisdiction, for conduct constituting any of the crimes described in paragraph c,3(a) of this subsection.

(c) The Chief of Police is authorized to receive criminal record information from the State Bureau of Identification in the Division of State Police and the Federal Bureau of Investigation consistent with applicable State and Federal laws, rules and regulations. The applicant shall bear the cost, if any, for the criminal history record background check, including all costs of administering and processing the check.



(d) The Division of State Police in the Department of Law and Public Safety, upon the request of the Chief of Police, shall conduct a criminal history record background check requested by the Chief of Police in accordance to the provisions of this subsection. The check shall be performed only upon certification by the Chief of Police that the person has submitted to the Chief of Police the person's name, address, fingerprints and written consent for a criminal history record background check to be performed.

For purpose of conducting the criminal history record background check, the State Police shall examine its own files and arrange for a similar examination of Federal criminal records. The information obtained as a result of any such check shall be forwarded to the Chief of Police.

(e) (1) A criminal history record background check shall not be initiated pursuant to this subsection without the written consent of the person. The consent required under this subsection shall be in the manner and form prescribed by the Chief of Police and shall include, but not be limited to the signature, name, address and fingerprints of the person.

(2) Upon receiving the results of a criminal history record background check, the Director shall promptly notify any person who has not been convicted of a disqualifying offense. Along with that notice, the Chief of Police shall forward a certification stating that the person has been subject to a criminal history record background check and that the check has not revealed any record that the person has been convicted of a disqualifying offense. The certificate shall be in a form, and contain any additional information, as the Chief of Police may prescribe by rules and regulation.

(3) The Chief of Police shall promptly notify a person whose criminal history record background check reveals a disqualifying criminal conviction of the results of the background check. The person shall have thirty (30) days from the receipt of that notice to petition the Chief of Police for a review and cite reasons substantiating the review. If the person successfully challenges the accuracy of the criminal history record information indicating a criminal conviction or the person demonstrates affirmatively to the Chief of Police clear and convincing evidence of rehabilitation, the Chief of Police may issue a certificate indicating that the person has successfully cleared a background check.

In determining whether the rehabilitation of a person has been affirmatively demonstrated, the Chief of Police shall consider:

- (i) The nature and seriousness of the offense;
- (ii) The circumstances under which the offense occurred;
- (iii) The date of the offense;
- (iv) The age of the person when the offense was committed;
- (v) Whether the offense was repeated;

(vi) Social conditions which may have contributed to the offense; and

(vii) Any evidence of rehabilitation, including good conduct in the community, counseling, psychological or psychiatric treatment, additional academic or vocational training, or personal recommendations.

(4) In the case of a door-to-door sales enterprise, a copy of the notification required under paragraphs (c)(2) and (c)(3) of this subsection also shall be forwarded to the owner of the enterprise.

(5) The Chief of Police shall not certify a person subject to the provisions of this article who refuses to consent to, or cooperate in, the securing of a criminal history record background check.

d. Do Not Knock Registry.

1. The Borough Clerk shall prepare a list of addresses of those premises where the owner and/or occupant has notified the Clerk that canvassing, peddling, itinerant vending and door-to-door sales enterprising are not permitted on the premises (hereinafter referred to as the "Do Not Knock" Registry). Notification shall be by completion of a form available at the Borough Clerk's office during normal business hours. The list shall be updated on January 1st and July 1st of each year.

2. Any owner and/or occupant who has requested enlistment on the "Do Not Knock" Registry, pursuant to paragraph d,1 herein, shall be able to purchase from the Clerk's Office, for a nominal fee, a sticker for display at his/her/its premises indicating enlistment on the "Do Not Knock" Registry.

3. The Borough Clerk shall submit the "Do Not Knock" Registry to the Chief of Police biannually to be distributed to applicants for a license to peddle, canvass, itinerant vend or otherwise door-to-door sell pursuant to the provisions of this section. The licensee shall not peddle, canvass, itinerant vend or conduct door-to-door sales at any premises identified on the then current "Do Not Knock" Registry.

e. Hours of Operation. No person shall take part in door-to-door sales and door-to-door sales enterprise except during the hours of 9:00 a.m. to 6:00 p.m.

f. Violations. Any canvasser, peddler, itinerant vendor or owner or employee of a door-to-door sales enterprise who violates any provision of this section shall be:

1. Subject to a maximum ordinance violation fine of one thousand two hundred fifty (\$1,250.00) dollars per offense;

2. Subject to a one (1) year revocation of any license issued pursuant to the within section; and

3. Ineligible to receive a new license, pursuant to the within section; for a period of one (1) year, coinciding with the terms of one (1) year revocation noted in paragraph e,2 herein.

(Ord. #2005-02 §1)