



William E. Keane
Chief of Police

TOWNSHIP OF WARREN POLICE DEPARTMENT

44 Mountain Boulevard
Warren, New Jersey 07059
(908) 753-1000
www.warrenpolice.com



NJSACOP

Vendor, Canvasser & Solicitor Application Instructions

All participants for sales, canvassing, or soliciting must complete a separate application

1. Go to <http://uenroll.identogo.com/> for your criminal background check. Complete the form utilizing **Service Code: 2F17ZY, Warren Township ORI #NJ0182000, and Contributor Case #VSC**, in order for the form to be processed properly.
2. Complete the Warren Township Police Department Vendor, Canvasser & Solicitor Application Forms AND the Township of Warren Annual Business and Rental Property Insurance Registration Form
****NOTE: These forms must be submitted TYPED ONLY and are available as a writeable PDF at warrenpolice.com****

Disregard step 1 if you have been fingerprinted for soliciting in New Jersey within six past months. Indicate on the application which jurisdiction(s) where this was done.

3. Include a certified check or money order made payable to "The Township of Warren" for \$15.00 per application with "**Solicitor Application**" noted in the memo section.
4. Include a second certified check or money order made payable to "The Township of Warren" for \$25.00 for the Township of Warren Annual Business and Rental Property Insurance Registration with "**Insurance Registration**" noted in the memo section.
5. Provide a recent photograph of the applicant depicting the head and shoulders in a clear and distinguishing manner and email to roselli@warrenpolice.com with subject "Solicitor Photo"
6. Submit the completed application, pictures and fees to the Warren Township Police Department.

A fee of \$500.00 PER DAY will be collected from all Vendors. There is NO PER DAY fee associated with Canvassers or Solicitors at this time.

Refer to www.warrennj.org under the "Ordinances" drop down menu for Township Ordinances 4.2 Licensing of Canvassers & Solicitors and 4.12 Licensing of Itinerant Vendors of Merchandise for additional information.

Applications can ONLY be returned to DSG. Ron Roselli or Records Specialist Lisa Meaney Monday-Friday 8:30am-3:30pm. They will not be accepted at any other time.

Name _____

Cell# _____ Email: _____

Warren Township Police Department
Vendor, Canvasser, & Solicitor Application

*****Prior to submitting this application, you must go to <http://uenroll.identogo.com/> and complete the form to schedule a fingerprint appointment for a criminal history background check. You MUST utilize Service Code: 2F17ZY, the Warren Township ORI #NJ0182000, and Contributor Case #VSC in order for the form to be processed properly*****

Provide a photograph depicting your head and shoulders in a clear and distinguishing manner and email to roselli@warrenpolice.com with subject "Solicitor Photo"

A fee of \$500.00 per day will be collected from all Vendors, Township Ordinance 4-12.8. Vendor fees will be collected for all days prior to the start of any business. There is currently no, per day, fee associated with Canvassers or Solicitors.

Name_____

Address_____

City_____ State_____ Zip Code_____

Home Phone #_____ Cell Phone #_____

Date of Birth_____ Social Security #_____

Driver's License #_____ State_____

Email_____

If you have been fingerprinted for soliciting in New Jersey, **within the past six months**, please indicate below the municipality(s) and date(s) this took place.

Have you ever been convicted of a crime, disorderly persons offense, petty disorderly persons offense or township ordinance? _____ If "yes" please explain (nature of incident, where etc.)

Business/Organization Name _____

Address _____

City _____ State _____ Zip Code _____ Phone# _____

Description of Nature of Business (Interstate or Intrastate) _____

Dates of Sales/Canvassing/Soliciting _____

Location of Sales/Canvassing/Soliciting _____

All vehicles used for Sales/Canvassing/Soliciting:

Year _____ Make _____ Model _____ Color _____ State/Plate# _____

Year _____ Make _____ Model _____ Color _____ State/Plate# _____

Year _____ Make _____ Model _____ Color _____ State/Plate# _____

Year _____ Make _____ Model _____ Color _____ State/Plate# _____

If you have more vehicles please provide an additional list on a separate page.

Provide a list of municipalities where you currently have a Vendor/Canvasser/Solicitor Permit(s):

Provide a list of municipalities where you have had a Vendor/Canvasser/Solicitor Permit(s) **denied** in the past year:

I _____ hereby authorize the Warren Township Police Department to conduct a criminal background check and Warren Township Police records bureau inquiry, to determine my eligibility for a Vendor/Canvasser/Solicitor License. Upon request I agree to furnish the Warren Township Police Department with any and all documents pertaining to any possible disqualifying incidents which are discovered during the aforesaid background investigation process. I hereby release and indemnify the Warren Township Police Department and the Township of Warren, its agents and/or representatives, from and against any and all liability of any kind and nature arising from the performance or conducting this background investigation.

Applicant Signature _____ Date _____

Chief of Police Signature _____

Approved _____ Not approved (accompanied by a letter of explanation) _____

Date of Approval/Denial _____ License # _____

TOWNSHIP OF WARREN
ANNUAL BUSINESS AND RENTAL PROPERTY INSURANCE REGISTRATION

Pursuant to N.J.S.A. 40A:10A-1, et seq. and §4-18 of Warren Township Code, owners of businesses, rental units and certain multi-family dwellings must register **annually** with the Township by submitting a certificate of insurance. Registrations expire on December 31 of each year and annual renewals are due by December 1. Failure to register or renew may result in violations and penalties as outlined in the Ordinance. The annual fee for this registration is \$25.00.

Check appropriate registration:

- ☐ **Businesses**** – shall maintain liability insurance in an amount not less than \$500,000.00 for combined property damage and bodily injury (one or more persons in any one accident or occurrence)
- ☐ **Owner of rental unit or units** – shall maintain liability insurance in an amount not less than \$500,000.00 for combined property damage and bodily injury (one or more persons in any one accident or occurrence)
- ☐ **Multifamily dwelling with four or fewer units (one of which is owner-occupied)** – shall maintain liability insurance in an amount not less than \$300,000.00 for combined property damage and bodily injury (one or more persons in any one accident or occurrence)

Name of Business/Registered Agent or Property Owner:	
Address of Business/Registered Agent or Property Owner:	
Business/Registered Agent or Property Owner Phone Number:	
Business/Registered Agent or Property Owner Email Address:	
Emergency Contact Phone Number for Business or Property Owner:	
Address of Business or Rental Dwelling (if different):	
Nature of Business and Goods/Property/Services to be Sold:	
Name of Insurance Provider:	
Insurance Expiration Date:	

Please include with this application:

- ☐ Copy of certificate of insurance showing evidence of insurance with required minimum limits
- ☐ Payment of \$25.00 (checks made payable to Warren Township)

Signature

Name of Business

Print Name

Date

*This form is subject to disclosure under the Open Public Records Act

**Business shall mean any person intending to sell or dispose of or to offer to sell or dispose of any goods, wares, merchandise or render any services for fees within the Township. This shall include businesses operating on a temporary basis within the Township, such as peddlers, solicitors and transient vendors and temporary retail food establishments and mobile food units.

§ 4-18. ANNUAL CERTIFICATE OF INSURANCE REGISTRATION FOR BUSINESSES, RENTAL UNITS AND MULTIFAMILY DWELLINGS. [Added 12-15-2022 by Ord. No. 22-23]

§ 4-18.1. Business Insurance Registration Required.

It is unlawful for any owner of a business, owner of a rental unit or units, or the owner of a multifamily home of four or fewer units, one of which is owner occupied, to operate within the Township without first annually registering its certificate of insurance demonstrating compliance with the requirements of N.J.S.A. 40A:10A-1, et seq., and annually paying the registration fee required herein.

§ 4-18.2. Entities Covered.

The following entities are required to annually register their certificate of insurance under this Section 4-18:

Business, which for purposes of this Section 4-18 shall mean any person intending to sell or dispose of or to offer to sell or dispose of any goods, wares, merchandise or render any services for fees within the Township. This shall include

- a. Businesses operating on a temporary basis within the Township, such as peddlers, solicitors and transient vendors and temporary retail food establishments and mobile food units.
- b. Owners of a rental unit or units.
- c. Owners of a multifamily home of four or fewer units, one of which is owner-occupied.

§ 4-18.3. Registration Official.

The Township Clerk shall accept, file and acknowledge receipt of annual certificate of insurance registration applications and collect registration fees hereunder.

§ 4-18.4. Registration Fees, Expiration and Renewals.

All annual registration applications submitted under this Section 4-18, including renewals, shall be accompanied by a \$25.00 fee. Annual registrations shall expire on December 31 of each year. Annual renewals of existing registrations must be submitted no later than December 1 of each year. Upon receipt of the annual certificate of insurance registration application and certificate of insurance, the Township Clerk will acknowledge receipt of the same and this receipt will serve as the certificate of annual registration.

§ 4-18.5. Application and Insurance Requirements.

An annual application for a business insurance registration shall be accompanied by the required fee and shall be made to the Township Clerk upon forms provided by the Clerk. The application shall contain the following information:

- a. Name and address of the applicant. If the applicant is a corporation, the name and address of its registered agent.
- b. The address of the business or rental dwelling units as applicable. If the registration applies to a transient business or mobile food unit, a general description of the timeframe for operation and area where the business will be operated.
- c. A description of the nature of the business and goods, property, or services to be sold or supplied.
- d. A copy of the current annual certificate of insurance reflecting the required amounts of insurance in compliance with N.J.S.A. 40A:10A-1, et seq., as that statute may be amended from time to time, as follows:
 1. Except as provided in Section 4-18.5d2 below, the owner of a business or the owner of a rental unit or units shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000.00 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.
 2. The owner of a multifamily dwelling, which is four or fewer units, one of which is owner-occupied, shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$300,000.00 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

§ 4-18.6. Violations and Penalties.

Any person or entity that violates the terms of this Section 4-18 et seq., shall pay the registration fee plus a fine of:

- a. Not less than \$50.00 for a first offense to be assessed by the Municipal Court of the Township of Warren and such other fines, fees and costs required by law.
- b. Not less than \$100.00 for a second offense to be assessed by the Municipal Court of the Township of Warren and such other fines, fees and costs required by law.
- c. Not less than \$500.00 for a third offense to be assessed by the Municipal Court of the Township of Warren and includes a mandatory appearance in the Municipal Court of the Township, and such other fines, fees and costs required by law.
- d. For the fourth and all subsequent offenses, a fine of not less than \$500.00, but no more than \$5,000.00 through a summary proceeding pursuant to the "Penalty Enforcement Law," N.J.S.A. 2A:58-10 et seq.



Township of Warren
Somerset County
46 Mountain Boulevard • Warren, New Jersey 07059
(908) 753-8000 • Fax (908) 757-9173 • www.warrennj.org

March 2023

Dear Business Owner, Owner of Multifamily Dwelling and/or Owner of Rental Unit(s):

In 2022, State Law S-1368 passed requiring all business owners, owners of multi-family dwellings and owners of rental unit(s) to maintain certain levels of liability insurance and to register a certificate of insurance with the municipality where the business or rental unit is located. The insurance registration is valid for one year and must be renewed each December. The annual fee for the registration is \$25.00, payable to the Township of Warren.

The insurance requirements are as follows:

- **Business**— shall maintain liability insurance in an amount not less than \$500,000.00 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence
(Business shall mean any person intending to sell or dispose of or to offer to sell or dispose of any goods, wares, merchandise or render any services for fees within the Township. This shall include businesses operating on a temporary basis within the Township, such as peddlers, solicitors and transient vendors and temporary retail food establishments and mobile food units.)
- **Owner of rental unit or units** – shall maintain liability insurance in an amount not less than \$500,000.00 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence
- **Multifamily dwelling with four or fewer units (one of which is owner-occupied)** – shall maintain liability insurance in an amount not less than \$300,000.00 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence

Enclosed is the Annual Business and Rental Property Insurance Registration form that must be completed and returned to the Township Clerk, Township of Warren, 46 Mountain Boulevard, Warren, NJ 07059 within 30 days of receipt of this letter. Along with the form, please include a copy of the certificate of insurance showing evidence of insurance with the required minimum limits and the fee of \$25.00 made payable to Warren Township. Failure to properly register a business or rental unit will result in violations/penalties as outlined in Township Ordinance 22-23.

Additional information about State Law S-1368 can be found at <https://www.njleg.state.nj.us/bill-search/2022/S1368>. To view the Township Ordinance No. 22-23 please visit <https://www.warrennj.org/DocumentCenter/View/6718/Ordinance-22-23-BUSINESS-LICENSES-REGULATIONS-PDF>. If you have any questions, please contact the Township Clerk at 908-753-8000 ext. 221, 222 or 223.

Sincerely,

Cathy Reese, RMC
Township Clerk