



## Solicitor's License Application Process

1. **Business owners** must complete the application for “Business Registration Certificate and License.” When submitting the application to the clerk’s office, please ensure the following are included:
  - a. A check/money order in the amount of \$250.00 payable to “Waterford Township”
  - b. A color photocopy of an unexpired state issued Photo Identification (Driver’s License)
  - c. NJ Division of Taxation Certificate
  - d. The applications of all employees who will be acting as solicitors
  
2. **Each employee** must complete a “Solicitor’s License Application.” When submitting the application to the clerk’s office, please ensure the following are included:
  - a. A color photocopy of an unexpired state issued Photo Identification (Driver’s License)
  - b. A check/money order in the amount of \$75.00 (for EACH EMPLOYEE) made payable to “Waterford Township”
  
3. After submitting the application to the Township Clerk, please proceed to the Waterford Township Police Department to receive an identification number necessary to obtain fingerprints at Morphotrack.
  
4. Once approval from the Police Department is received, the Township Clerk will contact all employees to submit a \$25.00 badge fee and return to the Police Department for a badge to be worn during solicitation in Waterford Township.

### Fee Overview (for six month license term)

Business Registration Certificate Application:	\$250
Employee Solicitor’s License Application:	\$75 <i>per employee</i>
Fingerprinting at Morphotrack:	Fee charged by Morphotrack
Badge Fee:	\$25 <i>per employee</i>