

Mayor Mark Walsifer  
Council President Thomas Brennan  
Councilman James McCracken  
Councilwoman Patricia Wann  
Councilman Thomas Carvelli  
Administrator Edward Kirschenbaum



Borough of Belmar  
601 Main Street  
Belmar, NJ 07719  
Phone: 732-681-3700  
Fax: 732-681-3434  
[www.belmar.com](http://www.belmar.com)

**TO ALL APPLICANTS**

Please be advised that all questions on the application **must** be answered and answered **truthfully**.

Failure to answer all questions on your application **truthfully** will result in your application being **rejected**.

**PLEASE TAKE NOTE**

The following fees are required for a Peddler's Application:

**License Fee:**

<b>Per Day:</b>	\$100.00
<b>Per Month:</b>	\$250.00
<b>One Year License:</b>	\$5.00

(per day from the date of application to December 31 of each year.)

**Health Fee (Food Vendors Only):** \$ 15.00

Veterans with proof of veteran status only pay the \$15 health fee.

No license requiring a background check on the applicant shall be issued less than 15 days or more than 30 days after a complete application is filed and fee paid. If a background check takes more than 30 days to complete the license shall be provisionally issued. Any provisional license may be revoked should the background check deduce sufficient reason to establish probable cause for denial or revocation of the license as provided by Borough Ordinance, State or Federal Law, rules or regulations.

**Tourism Fee:** (all applicants) \$ 100.00 (separate check)

**Police Processing – See attached instructions**

New Applicants: \$42.80 for Fingerprinting & \$50 for ID Card  
Renewal Applicants: \$20 for Background Check & \$35 ID Card

Mark Walsifer  
Mayor  
(732) 681-3700  
FAX: (732) 681-3434

Tina Scott  
Chief of Police  
Director of Public Safety  
(732) 681-1700  
FAX: (732) 681-7470

**BOROUGH OF BELMAR**  
**PEDDLER'S LICENSE APPLICATION**

_____			
Last Name	First	Middle	
_____			
Address		Phone Number	
_____			
Town	State	Zip Code	
_____			
Date of Birth	Age	Sex	
_____			
Place of Birth	Town	State	
_____			
Driver's License Number		State	
_____			
Social Security Number		Occupation	
_____			
Company/Trade Name		Business Number	
_____			
Employer's Name		Phone Number	
_____			
Employer's Address	Town	State	Zip Code

**BOROUGH OF BELMAR**  
**APPLICATION FOR MERCANTILE AND PEDDLER'S LICENSE**

List all misdemeanors, felonies, or violations of any municipal ordinances for which the applicant has been convicted, the nature of, and the punishment assessed thereof:

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Name the place or places in the Borough of Belmar where you propose to carry on business, peddle, solicit, canvas or distribute:

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State length of time you propose to conduct your operation:

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State the nature, character, and quality of the goods, wares, or merchandise to be sold or offered for sale, where manufactured and location and method of delivery:

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State briefly the nature and character of the advertising done or proposed to be done in order to attract customers:

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If a vehicle is to be used, describe:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Reg #: \_\_\_\_\_ State: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

State the place or places within or outside the Borough of Belmar where applicant, within two years preceding the date of this application, did carry on business, peddle, solicit, canvas or distribute

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\_\_\_\_\_  
Date

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

# Monmouth County Health Department

50 East Main Street Freehold, NJ 07728-1255

Telephone (732) 431-7456

Fax (732) 409-7579

Brian Charnick  
Acting President

Chris Merkel, M.P.H.  
Public Health Coordinator

**2019**

## TEMPORARY FOOD LICENSE PROCEDURES

Vendors' Business Name:		Phone #:	
Address:		E-mail:	
Event Details			
Date:	Location:	Owner's Name:	
<p>Effective January 2, 2007, the State of New Jersey revised the laws which regulate both temporary and permanent retail food establishments. As a professional food service operator you no doubt realize that State Law mandates certain food handling procedures be adhered to at all times. Both hot and cold foods must be held and served within prescribed temperature limits. Bare hand contact with "Ready to Eat" foods is now prohibited. Proper employee hygiene must be observed. Proper food preparation, transportation and on site holding procedures are all vital in insuring a safe event.</p> <p>As such the Monmouth County Health Department, in accordance with existing local ordinance will require that all participants obtain a temporary retail food license to cover your operation.</p> <p>In order to obtain a temporary retail food license, you as a participant must advise this office <u>IN WRITING</u> of the following:</p>			
<b>1. Full menu with particular attention to any items which require temperature control and/or are "potentially hazardous".</b>			
1)		2)	
3)		4)	
5)		6)	
7)		8)	
<b>2. Food prepared in a private home may not be used or offered for human consumption in a retail establishment. Proper washing, rinsing and sanitizing of equipment, especially food contact surfaces continues to be required. Where is your product stored when not on site? Where is ware washing performed? Where is your equipment stored when not in use? (Facility name, address and phone number)</b>			
<b>3. How will your product be transported to the site? Will the product be transported cold and prepared on site or will it be precooked at an offsite location and transported hot to the site?</b>			
<b>4. What arrangements will you have to insure the product remains within acceptable temperatures <u>during transportation to and from the event?</u> (All cold food must be less than 41 degrees F. All hot food must be 135 degrees F or above.)</b>			

## TEMPORARY FOOD LICENSE PROCEDURES

5. What arrangements will you have on site to insure the product remains within acceptable temperatures **while on site** during the event? (All cold food must be less than **41 degrees F**. All hot food must be **135 degrees F or above**.)

6. Muscle meats, pork and fish must be cooked to an internal temperature of 145 degrees for 15 seconds. Comminuted (ground) meats (hamburger for example) must be cooked to an internal temperature of 145 degrees for 3 minutes, or 150 degrees for 1 minute or 158 degrees for 1 second. Will a **thin probe stem type thermometer** be available so that you may monitor cooking and holding temperatures during the course of the event?

7. What type of measures do you intend to employ to insure that the product is protected against potential customer contamination, insects and dirt or dust contamination while on site?

8. As per the revisions to the code effective January 2, 2007, bare hand contact with "Ready to Eat" foods is now prohibited. Are gloves appropriate for your operation and will they be available for proper handling of ready to eat foods? What measures will you employ to minimize cross contamination between raw and cooked or "Ready to Eat" products?

9. Hand washing is one key component in reducing the transmission of bacteria and minimizing potential cross contamination between raw items, cooked and "Ready to Eat" foods. What type of measures will you employ to provide for employee's hand washing facilities at your specific site?

10. Will a source of water for cleaning be available? (describe)

11. How will you wash, rinse and sanitize any equipment and/or utensils which become soiled during the event?

**NOTE:** This office reserves the right to issue further requirements based upon the nature of the proposed operation, in accordance with N.J.A.C. 8:24.

**PLEASE RESPOND IN WRITING TO THIS OFFICE NO LATER THAN 7 DAYS PRIOR TO THE EVENT**

A complete copy of the new regulation is available for your convenience at the NJ Department of Health & Senior Services website: <http://www.state.nj.us/health/eoh/foodweb>. If you have any questions to this matter please feel free to contact this office

## Request for Criminal History Record

### Applicant Renewal Only

Belmar Police Department will provide you with your nine digit Originating Agency Identification Number (ORI)

**Belmar Police ORI Number: NJ0130700**

Applicant should to log on to: <https://www.njportal.com/njsp/criminalrecords/>  
*Click on the **ON LINE FORM 212A**, a highlighted block located on the lower left side of the page.*

The applicant will follow the prompts for demographic information. Select the following from the pull down menu on the "Filing Information Page".

For Firearms applicants select "NJS 2C:58-3. Firearms Licensing"  
*Firearms applicants are required to provide the SBI#, located on your firearms ID card.*

For ABC employment, Taxi applicants, Vendors, etc., select "Local Ordinance".  
*In the description box indicate your employer and job title.*

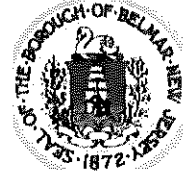
Upon completion of the form and payment transaction the applicant will receive an email Confirmation & Receipt that will include a confirmation number.  
*Print for your records.*

At this time the request will be forwarded to the Police Department's work queue for approval and submission to the NJ State Police for processing.

The applicant can find out more information by clicking on the **HELP TAB**, located on the top right side of the page.



**BOROUGH OF BELMAR, NEW JERSEY**  
**OFFICE OF CHIEF OF POLICE**  
601 Main Street, P.O. BOX A  
Belmar, NJ 07719



Tina M. Scott  
CHIEF OF POLICE

Tel: (732) 681-1700  
Fax: (732) 681-7470

**INSTRUCTIONS FOR PEDDLER'S APPLICANTS**  
**CRIMINAL HISTORY CHECK**

1. **MUST COMPLETELY** fill out the Peddler Application form.
2. **MUST** fill out **IdentoGo** form for **ALL NEW** vendors.

**New Vendors** may call Kimberly VanPelt, Chief's Assistant at 732-681-1700, extension 102, or Belmar Police Detective Bureau at 732-681-3715 or for the Contributor's Case Number. The case number can only be given to the name of the new applicant. After receiving the case number, new vendors must follow the directions for fingerprinting on the IdentoGo form. Once fingerprints have been taken, IdentoGo will give a receipt.

**New Vendors** can make an appointment after receipt of completed IdentoGo fingerprinting with the Belmar Detective Bureau by calling 732-681-3715 between 8am-3pm or an appointment can be made with Kimberly VanPelt, Chiefs Assistant by calling 732-681-1700, extension 102, Monday-Friday 8:30-4:30pm.

**New Vendors** need \$50.00 cash, check, or money order made payable to the Borough or Belmar for the ID Card.

**Renewal Vendors** must fill out Peddler Application and go online to the website provided and follow instructions to complete the online 212A. After the form is completely filled out and you have an email confirmation and receipt make an appointment with the Belmar Police Detective Bureau at 732-681-3715 or Kimberly VanPelt at 732-681-1700, extension 102.

**Renewal Vendors** need \$35.00 cash, check, or money order payable to the Borough of Belmar for the ID Card.



# New Jersey Universal Fingerprint Form

[www.bioapplicant.com/nj](http://www.bioapplicant.com/nj)

By IDEMIA

(1) Originating Agency Number (ORI #) <b>NJ0130700</b>		(2) Category <b>LOX</b>		(3) Statute Number <b>13:59-1</b>	
(4) Reason for Fingerprinting <b>LOCAL ORDINANCE</b>			(5) Document Type <b>S1</b>		(6) Payment Information <b>\$42.80</b>
(7) Contributor's Case # (Unique Identifier)				(8) Miscellaneous	
(9) First Name		(10) MI		(11) Last Name	
(12) Daytime Phone Number ( ) -		(13) Social Security Number (Optional)		(14) Date of Birth	(15) Height
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)			(19) Country of Citizenship
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both		(22) Hair Color		(23) Eye Color	
(24) Race (Select One) <input type="checkbox"/> [ A ] Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> [ B ] Black <input type="checkbox"/> [ I ] American Indian / Alaska Native <input type="checkbox"/> [ W ] White ( Includes Hispanic/ Spanish Origin) <input type="checkbox"/> [ U ] Unknown					
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address			
		City		State	Zip
<b>Identification Requirement</b> - Acceptable identification must be presented at the <u>time of printing</u> . Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/issuing agency), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2011).					

**Please READ This Form Carefully:**

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG\_NJAPP\_051719\_V1, at your scheduled appointment.

**Appointment Scheduling:**

Scheduling is available anytime at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

**Payment:**

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

**Cancel/ Reschedule:**

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$12.00 plus tax (\$12.80) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**Unable to be Fingerprinted:**

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG\_NJAPP\_051719\_V1, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$12.00 plus tax (\$12.80) appointment fee. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

**PCN and Receipts:**

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. Idemia Identity & Security will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information: <b>BELMAR PD</b>		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

**APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM**

IDG\_NJAPP\_051719\_V1