MATTHEW J. DOHERTY
MAYOR
732-681-3700
FAX: 732-681-3434

BOROUGH OF BELMAR, NJ
OFFICE OF CHIEF OF POLICE
601 MAIN STREET
P.O. BOX A
BELMAR, NJ 07719

THOMAS PALMISANO
CHIEF OF POLICE
DIRECTOR OF PUBLIC SAFETY
732-681-1700
FAX: 732-681-7470

INSTRUCTIONS FOR NEW TAXICAB APPLICANTS

1. Completely fill out taxicab application and have notarized.
2. Completely fill out taxicab questionnaire.
3. Fingerprinting must be completed with MORPHOTRAK.

New applicants must go to Belmar Police Detective Bureau to obtain a MORPHOTRAK form for fingerprinting. Then complete the directions on the form including proper payment and take a printed receipt from MORPHOTRAK to the Detective Bureau.

New applicants need $50.00 cash, check, or money order made payable to the Borough of Belmar for an ID card.

INSTRUCTIONS FOR RENEWAL TAXICAB APPLICANTS

1. Completely fill out taxicab application and have notarized.
2. Completely fill out taxicab questionnaire.

Renewal applicants need a certified check or money order, made payable to N.J.S.P. – S.B.I. in the amount of $18.00 for an updated criminal history check. As well as $35.00 cash, check, or money order made payable to the Borough of Belmar for an ID card.

Call the **Belmar Police Detective Bureau at 732-681-3715 ext. 3**, weekdays between 8 AM and 3 PM to make an appointment to be fingerprinted and photographed.

Do not make an appointment with the Detective Bureau until your application has been submitted to the Code Enforcement Office and you have completed the MORPHOTRAK process.

APPLICANT INSTRUCTIONS

- Provide your applicant with your nine digit Originating Agency Identification Number (ORI).

ORI number NJ0130700

- Instruct your applicant to log on to **https://www.njportal.com/njsp/criminalrecords/** and 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 and payment information.

- Upon completion of the form the applicant will receive an email Confirmation & Receipt that will include a confirmation number.

- 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 more detailed information by clicking on the **Help Tab**, located on the top right side of the page.

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TAXI EMPLOYMENT VERIFICATION

I, _____, Licensee registered with the New Jersey Division of Motor Vehicles

Licensed premises known as: _____
(Person, Company, Corporation, Trade Name)

located at_____, _____
(Address & Zip Code) (Phone Number)

APPLICATIONS INFORMATION

NAME: _____
Print – Last Name First Middle

ADDRESS: _____

PHONE NUMBER: _____

DOB: _____ SSN: _____ DL# _____ ST___

FULL TIME EMPLOYMENT: _____

OCCUPATION: _____ PHONE NUMBER: _____

I will employ the applicant starting _____ as _____
(Date) (Capacity)

I have employed the applicant since _____ as _____
(Date) (Capacity)

Any Taxicab/Autocab license may be denied, revoked, or suspended if any applicant or license:

a. Has been convicted of a crime in this or any other jurisdiction.
b. Has been more than once convicted of being a disorderly person.
c. Has been found guilty of a violation of Tile 39, "Motor Vehicles and Traffic Regulations"
d. Violates any Provisions of Chapter 21 or any ordinance of the Borough.
e. Has any judgment unsatisfied of record against him or her arising out of an automobile accident
f. Failed or fails to render reasonably prompt, safe, and adequate taxicab/autocab service.

Date: _____ Signature: _____ Tile: _____