



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) \$ 200.00 (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



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

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Last Name	First	Middle
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Address	Phone Number
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Town	State	Zip Code
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Date of Birth	Age	Sex
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Place of Birth	Town	State
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Driver's License Number	State
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Social Security Number	Occupation
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Company/Trade Name	Business Number
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Employer's Name	Phone Number
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Employer's Address	Town	State	Zip Code
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**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 in writing of the following:</p>			
1. Full menu with particular attention to any items which require temperature control and/or are "potentially hazardous".			
1)	2)		
3)	4)		
5)	6)		
7)	8)		
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)			
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?			
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.)			

## 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 "Filling 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 THE 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 HISOTRY CHECK**

1. Must completely fill out Peddler Application documents.
2. Must complete criminal history check. Please refer below for specific instructions.

New Peddler's must login to <http://uenroll.identogo.com> and register to be fingerprinted. The service code for local ordinance, which includes Belmar's Peddler's licenses is 2F17ZY. Belmar's ORI # NJ0130700. Once you have been fingerprinted, you will receive a receipt. DO NOT DISCARD THE RECEIPT. You will need to bring this with you the day you come into Belmar Police Department to get your ID Card. You can make an appointment by calling Kimberly VanPelt, Chief's Assistant, at 732-681-1700 extension 102. You may also call the Detective Bureau at 732-681-3715 for Det/Captain Thomas Cox. ID cards will only be issued on Mondays and Thursdays, between 10am-3pm.

New Peddler's need \$50.00 cash/exact amount, check, or money order payable to the Borough of Belmar for the ID card.

Renewal Peddler's must go online to complete the New Jersey State Police 212A Criminal Record Check. Please see attached instructions on how to complete this. After the form is completed and you have an email confirmation and receipt you may make an appointment. Please call Kimberly VanPelt, Chief's Assistant, at 732-681-1700 extension 102. You may also call the Detective Bureau at 732-681-3715 for Det/Captain Thomas Cox. ID cards will only be issued on Mondays and Thursdays, between 10am-3pm.

Renewal Peddler's need \$35.00 cash/exact amount check, or money order payable to the Borough of Belmar for the ID Card.

**ALL PEDDLER REGISTRATIONS ARE VALID FOR ONE (1) YEAR.**



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February 11, 2020

**EFFECTIVELY IMMEDIATELY**  
**FOR ALL ABC, TAXI, VENDOR NEW APPLICATIONS**

There will be a new enrollment system and website for scheduling non-criminal justice fingerprint based criminal history background checks. All applicants should be directed to Idemia's new website at <http://uenroll.identogo.com/must>

With this new system, a universal fingerprinting form (UFF) will not be required to be presented at fingerprinting locations. You will no longer need to contact the Belmar Police Department for a Contributor's Case Number. The web based universal platform will require you to use an assigned service code, listed below.

**SERVICE CODES**

2F164B- Firearms Licensing  
2F17ZY- Local Ordinance (TAXI, VENDOR, ABC Licenses)  
2BZZQK- Alcohol Beverage Control (Liquor License Purchaser Applicants ONLY)  
2F1B77- Paid or Part-Time Fireman  
2F1HSX- Volunteer

You will also need Belmar Police Department's specific ORI #NJ0130700, in order to complete your online registration.

Should you have any additional questions, please let me know.

Thank you,

**Kimberly A. VanPelt**  
Assistant to the Chief of Police