

INSTRUCTIONS PAGE

Instructions for the following permit applications: **Second-Hand Jewelry Dealer**

Step 1: Fill out the application and the Voluntary Consent form and **print**.

Step 2: Schedule and obtain fingerprints using the attached Identigo form. Enter "Jewelry" in the "Case number" field.

Step 3: Sign and Date the application and Sign and Date the Voluntary Consent Form (Make sure you have a witness Sign as well).

Step 4: Submit the required payment which can be done utilizing the following website:
<https://payments.municipay.com/24dfe0a0042cb3c51f0701849a7c92a8>

NOTE: Be Advised that the Application Will Not Be Processed until payment is made. Approved payments types: Credit/Debit Cards, ACH Transactions, Money Orders and personal checks.

Step 5: Submit the completed application and Voluntary Consent form along with a copy of your payment receipt, a current passport sized photo of yourself (.jpg format) and a copy of your identification card with photo (ex. Driver's License) to the Hackensack Police Department, via the following e-mail address: applicant@hackensackpd.org

- or you can bring the completed forms to the Hackensack Police Department at 225 State Street, Hackensack, NJ 07601 and pay in person.

IMPORTANT NOTE: please provide your preferred contact information on your e-mail and you will be notified when your permit is ready.

CITY OF HACKENSACK
APPLICATION FOR SECOND-HAND JEWELRY DEALER'S LICENSE (CHAPTER 102)

DATE OF APPLICATION _____ LICENSE # _____ J- _____

APPLICANT INFORMATION

Last Name _____ First Name _____ MI _____

Home Address _____

Date of Birth _____ Hair _____ Eyes _____ Home Phone # _____

Driver's License # _____ State _____ Soc. Sec. # _____

Distinguishing Scars/Marks/Tattoos _____

Marital Status: Married () Single () Divorced () Separated ()

Name of Spouse _____

Has applicant ever been arrested OR convicted of a crime or other offense? Yes _____ No _____

If "Yes", give date, location, charges and disposition: _____

Has applicant had any license or permit denied or revoked by the City of Hackensack? No _____

If Yes, specify type and reason _____

APPLICANT HISTORY

List two (2) personal references, at least one (1) of whom shall be a resident of Bergen County. Include full addresses and telephone numbers:

1) _____

2) _____

List names and addresses of present/former employers during the last ten (10) years:

1) _____

2) _____

3) _____

List residences of applicant (if individual) during the last ten (10) years:

1) _____

2) _____

3) _____

If additional space is needed, use the back of the application.
Any falsification may mean denial of license.

CITY OF HACKENSACK
APPLICATION FOR SECOND-HAND JEWELRY DEALER'S LICENSE (CHAPTER 102)

BUSINESS INFORMATION

Place designated to carry on business:

_____ Phone # _____

Business/corporation address _____

If a corporation:

President's name, address & phone # _____

Secretary's name, address & phone # _____

If a partnership, check here ____ and provide the names, address & phone #'s of all partners:

1) _____

2) _____

3) _____

List two (2) business references, at least one (1) of whom shall be a resident of Bergen County. Include full addresses and telephone numbers:

4) _____

5) _____

List all employees (include date of birth and Social Security number):

1) _____

2) _____

3) _____

The Jeweler's License fee is \$150 due January 1st

Applicant's signature _____ Date _____

***** NEED COPY OF VALID DRIVERS LICENSE *****

OFFICIAL USE ONLY

	<u>OK</u>	<u>SEE ATT.</u>	
LAWSOFT	()	()	APPROVED ()
SCIC/NCIC	()	()	DENIED ()
DMV	()	()	
ATS/ACS	()	()	BY _____ DATE _____

Any falsification may mean denial of license.

City of Hackensack
Department of Police

**Voluntary Consent To Conduct a Background Investigation
Authorization For Release of Information**

I, _____, do hereby consent to a confidential background check. I understand that this check may include the taking of my photograph and fingerprints.

I understand that any information requested will be used to conduct a confidential background investigation, an investigation that might be conducted in part by any member of the Hackensack Police Department.

I do hereby authorize a review and full disclosure of any and all information, but not limited to, all records, including a copy of my credit report, internal revenue service records, medical records or any part thereof, concerning myself to any duly authorized agent of the Hackensack Police Department, whether the said records are public or private and including those, which may be deemed to be of a privileged or confidential nature. The intention of this authorization is to provide information that will be utilized for investigative resource material.

I give this consent freely and voluntarily, without fear, threats, coercion or promise of any kind and with full knowledge of my constitutional right to refuse, which I hereby waive.

I am also aware that if I wished to exercise this right, it would be respected.

A photo static copy of this authorization will be considered as effective and valid as the original.

This consent is given by me this _____, day of _____, 20____, at _____ hrs.

(Signature)

Name: _____

DOB: _____ SSN: _____

Address: _____

Phone: _____

Witness: _____

(Signature)

Name: _____

City _____

Office: _____

Phone: _____



Fingerprint Service Code Form

Service Name:

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

2F17ZY

When prompted, please enter the following:

Your ORI: NJ0022300

Contributor Case Number: _____

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Juveniles

- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
 - Social Security Card



Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.