

INSTRUCTIONS PAGE

Instructions for the following permit applications: **Soliciting**

Step 1: Schedule appointment with IdentoGO (form attached w/ instructions). Print receipt.

Step 2: Fill out the application and the Voluntary Consent form and print.

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>

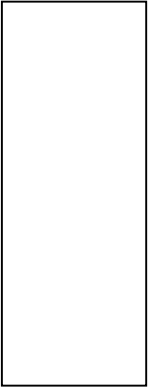
NOTE: Be Advised that the Application Will Not Be Processed until payment is made. Approved payments types: Credit/Debit Cards, ACH Transactions, Money Orders and personal checks.

Step 5: Submit the completed application, Voluntary Consent form, copy of your payment receipt, a current passport sized photo of yourself (.jpg format), copy of your identification card with photo (ex. Driver's License) and IdentoGO receipt 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.

**HACKENSACK POLICE DEPARTMENT
BUREAU OF CRIMINAL IDENTIFICATION**



NEW () PLEASE PRINT ALL INFORMATION CLEARLY
RENEWAL ()

APPLICATION FOR: () TAXI /LIMOUSINE () AB CARD () SOLICITING () OTHER _____

LAST NAME _____ FIRST NAME _____ MI _____

MAIDEN NAME OR ALIAS _____ SOC. SEC. # _____ US CITIZEN _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

(NO P.O. BOX)

DATE OF BIRTH _____ PLACE OF BIRTH (STATE) _____ HOW LONG AT PRESENT ADDRESS _____

RACE _____ SEX _____ HEIGHT _____ WEIGHT _____ EYES _____ HAIR _____

DRIVERS LICENSE # _____ STATE _____ HOME PHONE # _____

HAVE YOU EVER BEEN CHARGED WITH, ARRESTED, OR CONVICTED OF A CRIME OR OTHER OFFENSE? _____

IF YES WHERE AND WHEN _____ CHARGE (S) _____

FINAL DISPOSITION OF CHARGE (S) _____

AB CARD/ OTHER

NAME OF BUSINESS _____ PHONE # _____

ADDRESS _____

HOW LONG EMPLOYED _____ POSITION/TITLE _____

TAXI / LIMOUSINE LICENSE

NAME OF COMPANY _____ PHONE # _____

BUSINESS ADDRESS _____

SOLICITORS LICENSE

NAME OF COMPANY _____ AGENT () OWNER ()

BUSINESS ADDRESS _____ PHONE # _____

VEHICLE USED _____ COLOR _____ LICENSE PLATE # _____

THE APPLICANT SWEARS TO THE BEST OF HIS/HER KNOWLEDGE, THE ABOVE INFORMATION IS TRUE AND ACCURATE. ANY FALSIFICATION OF THIS APPLICATION IS GROUNDS FOR DENIAL AND MAY BE PUNISHABLE BY LAW PER N.J.S.A. 2C:28-3a.

*MISSING AND/OR LACKING INFORMATION OR FAILURE TO PROVIDE VALID PHOTO I.D. CAN BE CAUSE FOR DENIAL OF PERMIT.

APPLICANT SIGNATURE _____ DATE _____

OK. SEE ATT

APPROVED () DENIED ()

() () LawSoft
() () S.C.I.C / N.C.I.C.
() () D.M.V.
() () A.T.S.
() () A.C.S.

BY: _____

DATE: _____

FILE CARD () I.D. PRINTED ()

MASTER NAMED BY: _____

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: SOLICITING

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**.