

**ICE CREAM VENDOR: MOTORIZED RELIEF DRIVER**  
**APPLICATION REQUIREMENT CHECKLIST**

**\*Relief Driver Requirements:**

1. Two (2) completed application forms with two (2) original signatures.
2. Photo ID will be prepared by the Police Department
3. Two (2) copies of valid Driver's License.
4. Check for \$100.00 payable to Long Beach Township.
5. Complete the required SBI background investigation application online at <https://njportal.com/njsp/criminalrecords/> ( Directions Attached)

\*Vendors licensed as veterans may not have a relief driver.



3. A statement as to whether or not the applicant has ever been convicted of any crime, misdemeanor, or violation of any Municipal ordinance, the nature of the offense and the punishment or penalty assessed therefore, if NONE, so state:

\_\_\_\_\_  
\_\_\_\_\_

4. Photo ID will be prepared by the Police Department.

5. Set forth the names of at least two reliable property owners of the County of Ocean and the State of New Jersey, who will certify as to the applicant's good character and business respectability, or, in lieu of the names of references, such other available evidence as to the good character and business responsibility.

1. \_\_\_\_\_

2. \_\_\_\_\_

**SECTION II: MOTOR VEHICLE LICENSE / INVESTIGATION APPLICATION**

1. DRIVERS NAME: \_\_\_\_\_

ADDRESS: (LOCAL) \_\_\_\_\_

\_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_

STATE: \_\_\_\_\_

INSURANCE CO.: \_\_\_\_\_

POLICY NO.: \_\_\_\_\_

ARE YOUR DRIVING PRIVILEGES REVOKED IN THIS OR ANY OTHER STATE?    YES    NO

\*\*\* NOTICE\*\* Licensees MUST wear their identification badge on the front of their outer garments in such a way as to be conspicuous while engaged in soliciting, canvassing, hawking or peddling.

\*\*\* No soliciting or canvassing shall be conducted before 9:00 A.M. and no later than 8:00 P.M. (Vending may be conducted until 11 P.M. on July 4<sup>th</sup> during fireworks displays.)

I HEREBY CERTIFY the foregoing statements made by me in this section of the application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. The undersigned hereby authorizes the release of any information necessary in order for a proper investigation to be performed on his/her behalf.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Long Beach Township  
Police Department  
6805 Long Beach Boulevard  
Brant Beach, New Jersey 08008



Emergency 9-1-1  
Non-Emergency  
609-494-3322  
Fax: 609-494-6504

### **Long Beach Township Police Department Instructions for Background Investigations for Local Ordinance Purposes**

- 1.** Obtain and complete the initial application with the Township and or Borough Clerks Office, making sure all information provided is current and correct. Sign and date where indicated on the application
- 2.** Move on to step 3 after obtaining the application. Do not wait for a clearance from the Clerk's office.
- 3.** Log on to <https://www.njportal.com/njsp/criminalrecords/> and click on the **ONLINE FORM 212A**, a highlighted block located on the lower left side of the page. You will need the **ORI number** which is **NJ0151700**, then follow the prompts for demographic and payment information. A \$20.00 filing fee is required to complete the online process. For "**Reason for Filing Request**" select "**Local Ordinance**". Upon completion of the form you will receive an email Confirmation & Receipt that will include a confirmation number. You can find more detailed information by clicking on the **Help Tab**, located on the top right side of the page.
- 4.** Contact **Ptl. Neil Rojas** by email at **NRojas@lbtpd.org** to advise of the online background submission. When emailing please provide the full name and date of birth of the person submitting the background information for a motor vehicle check as well as the company you intend on working for. This information should be emailed immediately following your background submission to the New Jersey State Police. NJSP will then contact me by email to advise the clearance status of the background submission. Any questions regarding any portion of this process please contact me in the same manner.

*Thank you in advance for your cooperation and compliance during the background process.*  
**Ptl. Neil Rojas #408**