

The following are the procedures for anyone applying for a solicitor permit.

- Must complete an application for each person who will be going door-to-door.
- The fee is \$150 for each solicitor plus \$10 for the ID badge. The \$10 for the badge is not due until the background check has been approved. Applicant must also provide a thumbnail headshot photo for the ID badge (similar to a passport or driver's license photo).
- We will provide the Contributor Case Number on each fingerprint form after the applicant completes the application and pays the \$150 fee.
- Each solicitor must take the Universal Fingerprint Form and has to go to Identogo to be fingerprinted so a background check can be done (the contact information for Identogo is included in the package). Most people in this area use the Cherry Hill location. Appointments must be arranged online.
- Once the police have received and approved the background information, we will contact the applicant so they can come back to be pay for and pick-up their badge. The thumbnail photo is needed for the ID badge.
- Once the badge is issued, it is good for six months from the date of issue.
- A copy of the ordinance with the rules and regulations is also included in the package.