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## POLICE DEPARTMENT

### PEDDLERS/SOLICITORS CRIMINAL HISTORY RECORD REQUEST APPLICANT INSTRUCTIONS

- Applicants 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.
- Applicants will input nine digit Originating Agency Identification Number (ORI).  
**ORI number: NJ0031100**
- Applicants will follow the prompts for demographic and payment information.

#### PICK LOCAL ORDINANCE

- Upon completion of the form the applicant will receive an email Confirmation & Receipt that will include a confirmation number.
- 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 more detailed information by clicking on the **Help Tab, (CHRI Help)** located on the top right side of the page.
- Applicants will then go to [www.eastampton.com](http://www.eastampton.com), Departments, Police, Police Forms, Solicitor Permit to submit the online Solicitor Permit application and all corresponding documents, including a photograph. Please direct any questions to [cstone@eastamptonpolice.nj.us](mailto:cstone@eastamptonpolice.nj.us).
- The fee is \$50.00 for completion of the Criminal History Record Request, paid in cash or personal check at the Eastampton Township Police Department located at 1380 Woodlane Road, Eastampton, New Jersey, 08060.