



OFFICE OF THE TOWN CLERK

200 Howell Avenue

Riverhead, New York 11901

(631) 727 – 3200

Diane M. Wilhelm, Town Clerk

Peddler's License Application

STATE OF NEW YORK)
COUNTY OF SUFFOLK) ss:
TOWN OF RIVERHEAD)

Please Print All Information

I, the undersigned, hereby apply for a Peddler's License, and being duly sworn, depose and say, Social Security/Tax Identification Number: _____

My Name is: _____ Date of Birth: _____

Address: _____ Age: _____

_____ Phone#: _____

I have resided in the Town of _____ County of _____

State of _____ for _____ years.

The types of Merchandise to be distributed will be _____

The principal place of business for this merchandise is _____

I will will not be conducting this business from a conveyance. If business is to be conducted from a conveyance, please list what type of conveyance, the vehicle, year, make and vehicle identification number and attach a copy of the registration)

Driver's License Number _____

Length of time for which permit will be required 1 Year 6 Months 3 Months

Have you ever been arrested or convicted of any crimes:

If yes please explain:

Nature of Crime	Court	Sentence
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read and understand the provisions of Chapter 257 "Peddlers and Solicitors" of the Town of Riverhead and agree to comply with all the provisions of said chapter.

Signature of Applicant

Sworn before me this _____ Day of _____, _____

Notary Public

PLEASE NOTE THE FOLLOWING ITEMS MUST ACCOMPANY THIS APPLICATION

- A COPY OF YOUR DRIVERS LICENSE
- A COPY OF THE VEHICLE REGISTRATION
- NEW YORK STATE SALES TAX RESALE CERTIFICATE
- TWO PASSPORT PHOTOGRAPHS 2 x 2 INCHES IN SIZE
- A COMPLETE SET OF ELECTRONIC FINGERPRINTS
- A STATEMENT MADE BY A REPUTABLE PHYSICIAN, DATED NOT MORE THAN (10) DAYS PRIOR TO SUBMISSION OF THE APPLICATION CERTIFYING THAT THE APPLICANT IS FREE OF ANY CONTAGIOUS INFECTIONS OR CONTAGIOUS DISEASES.
- TOWN OF RIVERHEAD JUSTICE COURT OFFICIAL LETTER STATING APPLICANT HAS NO OPEN PARKING TICKETS, OPEN JUDGEMENTS OR PENDING DOCKETS

Instructions for Fingerprinting

The company that you are to be fingerprinted at is called IdentoGO (Morpho Trust USA) they are located at 11 West Main Street, Riverhead. If you would like to go to another location, go to their website at www.IdentoGO.com. click on "New York", scroll down and click on "Locations", scroll down again until you see "Long Island". Locations on Long Island are listed there.

To schedule an appointment to be fingerprinted, YOU MUST CALL FIRST OR GO TO THEIR WEBSITE. DO NOT RESPOND TO ONE OF THEIR LOCATIONS TO SCHEDULE AN APPOINTMENT. Schedule an appointment by going to the www.IdentoGO.com website or by calling the toll free call center at (877) 472-6915. Appointment scheduling via the website is available 24 hours a day, 7 days a week. Appointment scheduling via the call center is available 9:00 a.m. to 9:00 p.m. Monday through Saturday. If you schedule an appointment via the website, print your confirmation page and bring it with you to your appointment.

Payment options include: personal or business check, certified check, bank check, money order or credit card. WE RECOMMEND YOU PAY WITH A MONEY ORDER. Payment is made to Morpho Trust USA.

Two forms of identification will be required at the time of fingerprinting; one of which must have a photo. Your name must match exactly to each piece of identification you are providing. When you schedule your appointment, you will be given the options of what forms of identification are considered acceptable. IF YOU DID NOT ALREADY PAY ON-LINE WHEN YOU SCHEDULED YOUR APPOINTMENT, YOU WILL ALSO NEED TO BRING YOUR PAYMENT TO THE FINGERPRINTING APPOINTMENT. You will be given two receipts please keep one receipt for your records and return the other to the Riverhead Town Clerk's office.

- DOS fingerprint search fee - \$75.00
- vendor fee-\$12.25

TOTAL FEE -\$85.75 * *Be advised that the fee imposed by Morpho Trust USA can change.

Information you will need when scheduling your appointment:

Name of Agency - Riverhead Police Department

ORI# - NY0515500

Reason for fingerprints – Peddlers Permit