



# Westfield Police Department

## BARTENDER LICENSE INSTRUCTIONS



1. Submit the following: to Raeanne Anthony:
  - Application form (page 2) - completed legibly and in its entirety;
  - Non-Westfield residents: Letter of good conduct from your local police department;
  - Two (2) passport photos; and
  - Check for \$20.00 (payable to Westfield Police Department).
  
2. For initial application instructions, follow #2a. For renewal application instructions, follow #2b.
  - 2a. **INITIAL APPLICATION INSTRUCTIONS:** Schedule an appointment for fingerprints online at <https://uenroll.identogo.com>. You will need to enter service code of 2F17ZY. Once the online form is completed, you will be prompted to enter payment information. This is a separate fee from the check submitted to Westfield Police Department. Fingerprint results will be sent electronically to us.
  
  - 2b. **RENEWAL APPLICATION INSTRUCTIONS:** Complete the NJ State Police Criminal History Check Online Form 212A:
    - a. Go to: <https://www.njportal.com/njsp/criminalrecords>
    - b. Enter Westfield PD ORI: NJ0202000.
    - c. Enter information as requested.
    - d. When prompted for Reason for Filing Request, select Local Ordinance.
    - e. When prompted for Description of Reason for Filing Request \*, enter "Bartender License".
    - f. Once the online form is completed, you will be prompted to enter payment information. This is a separate fee from the check submitted to Westfield Police Department.
    - g. The results of the Criminal History Check will be sent electronically to us.
  
3. Once your application is approved, the bartender license will be mailed directly to the employing establishment with one (1) photo.

Any questions can be directed to Raeanne Anthony at 908-789-6074 (M-F 8:30 am to 4:30 pm)



# Westfield Police Department

## BARTENDER LICENSE APPLICATION FORM



Initial Application: \_\_\_\_\_ Renewal Application: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

DL #: \_\_\_\_\_ State: \_\_\_\_\_

Birthplace: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Scars / Identifying Marks (Tattoos, piercings, etc.): \_\_\_\_\_

Employer Requiring License: \_\_\_\_\_

Address of Employer: \_\_\_\_\_, Westfield, NJ 07090

Have you ever been arrested? No:  Yes:  If yes, state the offense, date and place of arrest:

\_\_\_\_\_

I certify that the above information is correct and understand that any false statements will be cause for denial of application or cancellation of any current license.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Year: \_\_\_\_\_ License #: \_\_\_\_\_ Fingerprinted: \_\_\_\_\_ Records Check: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Christopher Battiloro, Chief of Police