



CITY OF CAMDEN
 DEPARTMENT OF CODE ENFORCEMENT |
 Bureau of License & Inspections |
 PO BOX 95120, CITY HALL ROOM 220 |
 CAMDEN, NJ 08101-5120
 PHONE: (856) 757-7131 OR 7006 FAX: (856) 342-7168

NEW AND USED AUTO DEALER LICENSE APPLICATION

FEE : \$658.26

Business Info; Business Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Applicant's Info; Applicant's Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Cell Phone: _____

Date of Birth: _____ Social Security#: XXX-XX-_____

Please provide only the last four digits

Sex: Male Female, Height: _____ Weight: _____ Eye Color: _____

Email address: _____

- Are you a United States citizen? Yes No (If no, please furnish a copy of your Alien Registration, Passport, or any other legal document to confirm your legal status in the United States).
- Has applicant ever been convicted of a crime? Yes No If yes, please explain _____
- Has applicant ever been denied a license or had a license suspended or revoked in the city of Camden or any other township in the state of New Jersey? Yes No If yes, please explain: _____
- Do you have any other businesses in the city of Camden or any other township in the state of New Jersey?
 Yes No, if yes, please explain: _____

Property Owner's Info; Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

PRINT NAME
Applicant

DATE

SIGNATURE

AFFIDAVIT

**STATE OF NEW JERSEY
COUNTY OF CAMDEN : SS
CITY OF CAMDEN**

_____, BEING DULY SWORN THAT
Applicant

**HE/SHE IS THE INDIVIDUAL MAKING THE FORGOING APPLICATION FOR A
NEW AND USED AUTO DEALER
_____ LICENSE AND THAT THE**

ANSWERS TO THE QUESTIONS CONTAINED THEREIN ARE TRUE.

**SWORN AND SUBSCRIBED BEFORE ME THIS _____ DAY OF
_____, 20 _____.**

NEW JERSEY NOTARY PUBLIC

[SEAL]

APPLICANT

BRIEFLY DESCRIBE WHAT YOUR BUSINESS WILL ENTAIL OR BUSINESS SERVICE:

PLEASE NOTE: THIS FORM MUST BE FILLED OUT ALONG WITH THE APPLICATION OR YOUR APPLICATION WILL NOT BE ACCEPTED.

INFORMATION REQUIRED WITH THE NEW AND USED AUTO DEALER LICENSE APPLICATION

- 1.** Two passport size [2x2] photos of the applicant [no substitutes].
- 2.** Original **valid driver's license** or other proof of identification. Some acceptable documents are listed below:
 - Original birth certificate or certified copy
 - US passport [current or expired, less than three years]
 - Alien registration card
 - County ID
 - Military ID
 - Current State digital driver's license or ID
- 3.** If you are a **corporation, LLC, or partnership** please submit a copy of your paperwork.
- 4.** Applicant's **social security card**, if you do not have your card, you may order a replacement from the Social Security office.
Phone: 1-800-772-1213
- 5.** Deed or lease for the business premise.
- 6.** **State Sales Tax Certificate of Authority;**
- 7.** Phone: (609) 292-6400
Website: <https://www.state.nj.us/treasury/taxation/contact.shtml>
- 8.** **Business Insurance:** All business applicants are required to submit proof of business insurance with a coverage of at least \$500,000. The address of the business (within the city of Camden) must also be noted on the insurance.
- 9.** Fingerprints: All applicants are required to be fingerprinted. The website to apply for your fingerprinting is <https://www.njsp.org/criminal-history-records/index.shtml>.
Service Code = 2F1BH1(notarized)
Contributor Case number = EMPLOYEE
- 10.** A Surety Bond for the business in the amount of \$1000.00.
- 11.** You must have **Zoning Approval** before the license can be issued. The Planning Department is located on the 2nd floor (City Hall), room 224, (856) 757-7191.
AFTER ZONING APPROVAL HAS BEEN OBTAINED
- 12.** **CCO approval;** Take your zoning approval letter to the Building Bureau located on the 4th floor in room 403 (City Hall) (856) 757-7032, and file for a **Continued Certificate of Occupancy**. You will be given an initial inspection date.

IF YOU HAVE A TOWTRUCK OR FLATBED IT MUST ALSO BE LICENSED. PLEASE INQUIRE.

CITY OF CAMDEN NEW AND USED AUTO DEALER SURETY BOND

Know All Men by these Presents, THAT THE UNDERSIGNED

_____ Principle, of the City and
County of Camden in the State of New Jersey, and _____

_____ Surety, a corporation of the
state of _____ located and doing business at
_____.

_____ in the state of _____
are held and firmly bound unto "The City of Camden," a municipal corporation of the State of New Jersey
in the sum of **\$1,000.00** for a *New and Used Auto Dealer's* license, lawful money of the United State of
America to be paid in the said "City of Camden," its successors or assigns, to which payment well and truly to
be made, we, the undersigned do hereby bind and oblige [himself/herself, his heirs, executors, and
administrators],[itself, its successors or assigns], and the said surety does hereby bind and oblige itself, its
successors and assigns jointly and severally, by all the presents.

SEALED with the seal of said Principal and Dated on _____ day of _____
in the year of _____.

WHEREAS, the above bounden principal intends to apply to the Bureau of License and Inspections of the City
of Camden for a license to engage in the business of a *New and Used Auto Dealer*:

NOW THE CONDITION OF THE OBLIGATION IN SUCH, that if the said principal shall and will adhere to,
and comply with the provisions of an ordinance entitled "An Ordinance to License and Regulate a *New and
Used Auto Dealer* business in the City of Camden, New Jersey," then a Surety may terminate to be null and
void, otherwise to be and remain in full force and effect. The Surety may terminate this bond by giving 30 days
written notice to the Bureau of License and Inspections.

SIGNED, SEALED, AND DELIVERED _____ [SEAL]

_____ PRINCIPAL

_____ [SEAL]
SURETY |