



# CITY OF SUMMIT POLICE DEPARTMENT

512 SPRINGFIELD AVENUE • SUMMIT • NEW JERSEY 07901  
PHONE: 908-273-0051 FAX: 908-273-8002

STEVEN ZAGORSKI  
CHIEF OF POLICE

## CRIMINAL HISTORY RECORD ELECTRONIC FILING INSTRUCTIONS

- 1) Log onto the website <https://www.njportal.com/njsp/criminalrecords>.
- 2) Click **ONLINE FORM 212A** link, a highlighted block located on the lower left side of the page.
- 3) Enter the ORI Number of **NJ0201800**.
- 4) Enter the required information, following the prompts for demographics and payment information.
  - Reason for Filing Request (*Select "Local Ordinance"*)
  - Description for Filing Request  
*Type in the correlating statute/ordinance number:*

Application Type	Ordinance No.
Raffle License	NJSA 5:8:53
Peddler License	4-5.5.d, e, f
Liquor License	NJAC 13:2-7.7
Taxi/Limo Driver	4-26.2.e.2
Tow Operator	4-9.4.b., c

- 5) Review the Privacy Act of 1974 statement and acknowledge by checking the box as indicated.
- 6) Upon completion of the form, you will receive an email confirmation and receipt that will include a confirmation number.
- 7) Your request will be forwarded to the Summit Police Department for review, approval and submission to the New Jersey State Police for processing.
- 8) Please contact the Summit Police Department at the below listed number to advise us of your submission.
  - Liquor License Applicants contact the Detective Bureau at 908-277-9473
  - All Other Applicants contact the Police Records Unit at 908-277-9396 / 9394