



City of Rahway Police
One City Hall Plaza
Rahway, New Jersey 07065

Procedure

1. Applicant must contact the **Rahway Police Department**, Detective Bureau, and speak to Detective **Conor McGrath (732) 827-2119**
 2. Applicants must be fingerprinted. Applicants should call to arrange to be fingerprinted by the outside agency. The application is not complete until all person required under the law are fingerprinted and have paid the necessary fee. Finger print checks take a minimum of 8 weeks. There will be a \$100.00 fee payable to the Rahway Police Department for a background check.
 3. Applicant must provide the following information to the police department, Special Investigation Unit:
 - a. Three (3) years tax returns, including all business interests.
 - b. Eighteen months of bank statements on all checking and savings accounts.
 - c. A current photograph.
 - d. A copy of the Contract of Sale.
 - e. A copy of the lease agreement, if applicable.
 - f. A copy of any checks left as deposit money.
 - g. A copy of any application for mortgage, mortgage and notes being held by seller, financial institution or any other party used to purchase the license, licensed business or licensed premises.
 - h. A copy of the floor plan of the building or proposed floor plan.
 - i. Completion of the Rahway Police Department liquor license questionnaires.
 - j. Proof that the purchaser and the seller have applied for the necessary tax clearance requirements with the Division of Taxation.
 - k. A copy of the applicant's New Jersey Sales Tax Certificate.
 - l. Executed Release of Information Authorization.
- ***All items must be placed in a 3 ring binder and labeled with the corresponding letters listed above. Any items not placed in the binder and not properly lettered will be returned back to the applicant.**
4. After receiving the above reference items, a review will be made and additional follow-ups or requests for information may be required. The applicant will be interviewed.
 5. The investigation period depends solely on the applicant's response to the request of information of the **Rahway Police Department**.
 6. Any omission and/or misstatement of fact could result in denial of license application.

(Witness)

(Applicant's Signature)