

**BOROUGH OF WOODLAND PARK
COUNTY OF PASSAIC, STATE OF NEW JERSEY**

ORDINANCE NO. 12-02

AN ORDINANCE TO ALLOW RESIDENTS OF THE BOROUGH OF WOODLAND PARK TO OBTAIN GOOD CONDUCT LETTERS FROM THE BOROUGH OF WOODLAND PARK POLICE DEPARTMENT

WHEREAS, the Borough of Woodland Park hereby adopts this ordinance, to allow residents to obtain a “Good Conduct Letter, for: employment, educational, and/or personal use.

Specifically through this Ordinance, a Borough Resident will be allowed to apply to the Borough Police Department to obtain a “Good Conduct Letter,” if required by an employer, educational institution; or desired for personal use.

WHEREAS, a “Good Conduct Letter,” is a letter issued by the Police Department, which will state that the applicant does not have a criminal background and is a citizen in good standing.

WHEREAS, an applicant for a good conduct letter will authorize the Police Department to conduct a criminal background check on them, or their child who is under the age of majority (eighteen).

To request a “Good Conduct Letter,” an applicant must be a Borough Resident and will be required to fill out an application at the Police Department. The information that the applicant must provide, will include but not be limited to: 1. Full and complete name of the applicant; 2. Date of Birth; 3. Driver’s License or an identification card issued by a duly authorized governmental entity, that contains a photograph; 4. Passport or Birth Certificate; 5. Proof of the applicant’s legal address in the Borough of Woodland Park; and 6. A recent photograph to be kept by the Police Department.

The cost to process the application and issue the “Good Conduct Letter,” will be \$ 35.00.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Woodland Park, County of Passaic, State of New Jersey, hereby adopts this Ordinance.

Introduced: February 1, 2012

Adopted: February 15, 2012