



**DEPARTMENT OF CODE ENFORCEMENT
BUILDING - HOUSING**

47 Broad Street
Eatontown, NJ 07724
Phone: (732) 389-7616

Application Procedure for Superintendents License

Please be advised that all personnel working in Multiple Dwellings and Mobile Home Parks must obtain a superintendent's license as required by Borough Ordinance # 211. This requirement shall not pertain to persons employed or subcontracted by the owner of multiple dwellings to perform strictly exterior maintenance repairs and who will not enter any dwelling units.

To apply for superintendents' license, the following must be done:

1.) Submit a completed application with a \$100.00 fee.

*(Check or money order) to the Housing Inspector
made out to the "Borough of Eatontown".*

2.) All applicants are to be fingerprinted. Follow the fingerprint application form provided by the Police Department.

2.) Submit a second application to the Police Department.

Applicants will be able to work on exterior jobs and vacant units until approvals are granted. The time span to complete the necessary work is approximately 4-6 weeks.



Department of Code Enforcement Building-Housing

47 Broad Street
Eatontown, NJ 07724
Housing@eatontownnj.com
732-389-7616

APPLICATION FOR SUPERINTENDENT LICENSE

NAME: _____ EMAIL: _____

ADDRESS: _____

PREVIOUS ADDRESS: _____

PHONE NUMBER: _____ DATE OF BIRTH: _____

SOCIAL SECURITY #: _____ COMPLEX NAME: _____

DRIVER'S LICENSE #: _____

EXPERIENCE (List Most Recent First)

1. _____ From _____ To _____

Reason For Leaving _____

2. _____ From _____ To _____

Reason For Leaving _____

3. _____ From _____ To _____

Reason For Leaving _____

Do you possess a Stationary Fireman's License? _____

Have you ever been arrested or convicted of a crime? _____

If yes, please explain:

REFERENCES (List name and phone numbers)

1. _____

2. _____

3. _____

This application must be accompanied by a check in the amount of \$100.00

made payable to the Borough of Eatontown.

EATONTOWN POLICE DEPARTMENT
47 Broad Street
Eatontown, NJ 07724
732-542-0100
Emergency: 9-1-1



**Background
Instructions**

FOR NEW APPLICANTS:

FINGERPRINT INSTRUCTIONS

All applicants must schedule fingerprints Online. Please follow the instructions below.

Visit <https://uenroll.identogo.com/> to make an appointment. You will use the uniquely assigned Service Code on the website scheduling system. **SERVICE CODE 2F17ZY (Local Ordinance)**

You will be prompted to enter our Origination Agency Number (ORI # NJ0131100) during the schedule process.

Should you be prompted to enter a case #, please enter Case # 2024-DETSUPER

Immediately after completing your fingerprint appointment, please email mfornicola@eatontownnj.com with the date your fingerprints were completed.

EATONTOWN POLICE DEPARTMENT
47 Broad Street
Eatontown, NJ 07724
732-542-0100
Emergency: 9-1-1



BACKGROUND
APPLICATION Case #
2023 - _____

Description: _____

Personal Information:

Name: _____ Maiden/Alias: _____

Address: _____

Phone: (Home) _____ (Cell) _____ Social Security: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

Driver License: _____ State: _____ Expires: _____

Gender: _____ Race: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Email: _____

Criminal History:

Have you ever been **arrested or convicted of ANY crime (felony), disorderly persons offense (misdemeanor), or local ordinance violation?** **YES** **NO**

If yes, explain in detail:

I hereby certify that the answers given on this application are complete, true and correct. I understand that if any of the preceding statements made by me are false, I am subject to punishment pursuant to NJSA 2C:28-3a. Falsification of this form is a crime of the fourth degree.

I hereby authorize the Eatontown Police Department to complete a full criminal background check.

Signature: _____ Date: _____