

## **INSTRUCTIONS FOR RED LIGHT PERMIT APPLICATIONS**

**Please be advised that the information listed below is required for all Red Light Permit applications. Failure to provide any of the information listed will result in delay of processing:**

- 1. Three (3) original copies of the application form (either County or Municipal) must be completely filled out and signed (ORIGINAL signatures) by both the applicant and either the County OEM Coordinator for a municipal permit or Freeholder for a county permit application.**
- 2. Provide a copy of current driver's license. \***
- 3. Provide a copy of current vehicle registration. \***
- 4. Provide a copy of the lease agreement/contract, if vehicle is leased.**
- 5. Provide a copy of current resolution or letter of appointment which must include the dates of appointment term. \***
- 6. A letter of request for the coordinator to be issued a red light permit from either the Mayor (for municipal) or Freeholder (for county) on official stationery must be included with the application.**

**\* If the driver's license, registration or resolution/letter of appointment is close to the expiration date, please have applicant supply the information once it is renewed prior to sending in the application.**

**Once the package is complete, please forward to the Regional Office for processing.**

**Reminder, Each jurisdiction may have only 2 red light permits: 1 for the Emergency Management Coordinator and 1 for (only 1) Deputy Emergency Management Coordinator.**