



Saugus Police Department

Registration Application for Door-to-Door Solicitors

\$25 Non-Refundable Application Fee Per Applicant

\$100 Fingerprinting Fee Per Applicant

FULL NAME OF APPLICANT: _____

ALIASES USED: _____

HOME ADDRESS: _____

EMAIL: _____

PHONE: HOME: _____

BUSINESS: _____

CELL: _____

SOCIAL SECURITY# _____

ALL DRIVER LICENSES HELD (*LICENSE NUMBER & STATE*):

DATE OF BIRTH & STATE: _____

NAME & ADDRESS OF BUSINESS OR PRINCIPAL OFFICER(S):

POSITION: SALES SUPERVISOR: _____ SALES AGENT: _____

NATURE OF BUSINESS: _____

VEHICLES TO BE USED WHILE SOLICITING:

VEHICLE #1

MAKE: _____ TYPE: _____ YEAR: _____

COLOR: _____ PLATE #: _____ STATE: _____

VIN#: _____ OWNER: _____

VEHICLE #2

MAKE: _____ TYPE: _____ YEAR: _____

COLOR: _____ PLATE #: _____ STATE: _____

VIN#: _____ OWNER: _____

HAVE YOU, IN THE LAST FIVE (5) YEARS, BEEN ARRESTED OR CHARGED WITH A FELONY OR ANY TYPE OF ASSAULT, VIOLENT CRIME, THEFT, FRAUD, BREAKING & ENTERING OR TRESPASS CRIME? IF YES, WHAT WERE THE CRIME(S) AND DISPOSITION(S)?

ARE THERE ANY FELONY CHARGES FOR THE ABOVE MENTIONED OFFENSES PENDING AGAINST YOU IN ANY COURT?

LIST EVERY STATE WHERE YOU HAVE WORKED OR LIVED:

PROPOSED DATES, HOURS AND METHOD OF OPERATION IN THE TOWN OF SAUGUS:

APPLICANT MUST COMPLY WITH MGL c. 101 s. 1 - 34.

THIS APPLICATION IS SUBSCRIBED TO ON THIS DATE _____
UNDER THE PAINS AND PENALTIES OF PERJURY. I SWEAR THAT THE
CONTENTS OF THIS APPLICATION ARE TRUE AND THAT I DID NOT OMIT
ANY REQUESTED INFORMATION.

SIGNATURE OF APPLICANT & DATE

SPECIAL INSTRUCTIONS:

APPLICANTS MUST SUBMIT A **BANK CHECK OR MONEY ORDER** (*PERSONAL CHECKS ARE NOT ACCEPTED*) IN THE AMOUNT OF **\$25** MADE OUT TO THE TOWN OF SAUGUS WITH THEIR APPLICATION.

IF APPROVED, APPLICANTS MUST SCHEDULE AN APPOINTMENT TO BE FINGERPRINTED. THERE IS A SEPARATE FINGERPRINT FEE OF \$100 PER APPLICANT. APPLICANTS MUST SUBMIT A **\$70** BANK CHECK OR MONEY ORDER (*PERSONAL CHECKS ARE NOT ACCEPTED*) MADE OUT TO THE TOWN OF SAUGUS AT THE TIME OF THEIR FINGERPRINT APPOINTMENT AND A SECOND **\$30** BANK CHECK OR MONEY ORDER (*PERSONAL CHECKS ARE NOT ACCEPTED*) MADE OUT TO THE COMMONWEALTH OF MASSACHUSETTS.

IF AN APPLICANT DOES NOT HAVE A MASSACHUSETTS DRIVERS LICENSE THEY MUST SUBMIT A .JPG PHOTO (*FACE SHOT ONLY*) VIA EMAIL TO THE SAUGUS POLICE DEPARTMENT AT THE TIME THEIR APPLICATION IS SUBMITTED.

ALL CANVASSING OR SOLICITING SHALL BE CONFINED TO THE HOURS BETWEEN 10:00 AM & 8:00 PM THROUGHOUT THE YEAR.

SOLICITORS SHALL CHECK IN DAILY WITH THE POLICE DEPARTMENT AT (781)-233-1740 PRIOR TO SOLICITING AND INFORM THE DEPARTMENT THE LOCATION THEY WILL BE SOLICITING AND HOURS.

BELOW IS FOR POLICE ONLY

BOP CHECK: _____

WARRANT CHECK: _____

RMV CHECK: _____

IDENTIFICATION PRESENTED: _____

VERIFIED BY: _____

APPROVED BY: _____



Saugus Police Department

27 Hamilton Street, Saugus, Massachusetts 01906

Emergency 911 Business (781) 941-1199 Administration (781) 941-1140
Fax (781) 231-5526

Civil Fingerprint Consent Form

(MUST BE SIGNED BY APPLICANT AND RETURNED WITH APPLICATION)

I, _____, consent to the collection of my fingerprints as part of the application process for the following license:

_____.

I acknowledge and understand that my fingerprints will be searched against databases maintained by the Federal Bureau of Investigation.

Signature of Applicant

Date

Name (*printed*)

FBI Procedure For Changing, Correcting or Updating A Record

28 CFR 16.34:

PROCEDURE TO OBTAIN CHANGE, CORRECT OR UPDATE IDENTIFICATION RECORDS.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes to have it changed, corrected or updated, he/she should make an application to the agency which supplied the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that the agency verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which supplied the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

Further information can be found at:

<https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).