



## **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)?

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

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LIST EVERY STATE WHERE YOU HAVE WORKED OR LIVED:

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

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**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: \_\_\_\_\_

SIGNATURE & DATE: \_\_\_\_\_

## ***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:

***<http://www.fbi.gov/about-us/cjis/background-checks/challenge-of-a-criminal-record>***