



*James T. McIntyre  
Chief of Police*

Town of  
**STONEHAM**

47 CENTRAL STREET  
MASSACHUSETTS  
02180

POLICE DEPARTMENT  
(781) 438-1212  
FAX (781) 279-0882

**APPLICATION FOR CIVIL FINGERPRINTING**  
**Solicitor Permit**

Pursuant to Massachusetts General Law, chapter 6, section 172B1/2, and Chapter 13B of the Town Code of Stoneham requires fingerprint-based national criminal records checks on applicants for certain municipal licenses.

The Stoneham Police Department is the issuing authority for Solicitor and Canvassers licenses. Applications for Ice Cream Truck Vendors, Dealers in Second-Hand Articles and Pawn Dealers are issued by other local licensing authorities.

For a Solicitor and Canvasser license:

- Complete the Door-to Door Solicitor application; and
- Complete the Civil Fingerprinting Consent Form.
- The fee for fingerprinting is \$100 per applicant. **A BANK CHECK or MONEY ORDER for \$30 must be made payable to the "COMMONWEALTH OF MASSACHUSETTS."** **A second BANK CHECK or MONEY ORDER for \$70 must be made payable to the "TOWN OF STONEHAM."** The applicants name must be noted on the face of the check or money order.
- Fingerprinting is performed weekdays, by appointment only. Please call 781-438-1215, extension "0", and ask to speak to a detective to check for an available appointment.
- The completed solicitor application, consent form, a valid government issued photo identification and payment must be presented at the time of fingerprinting. Applications will not be processed unless accompanied by the appropriate payment.

Questions concerning this application process can be directed to the Records Department, 781-438-1215.

**STONEHAM POLICE DEPARTMENT**  
**DOOR-TO-DOOR SALES APPLICATION**

**Applicants must present a valid government issued photo identification, which will be photocopied by the police department at the time of fingerprinting.**

Date \_\_\_\_\_

Name of solicitor \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security# \_\_\_\_\_

Place of Birth \_\_\_\_\_

Name/Address/Telephone # of Company \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate length of time solicitation will occur (Example: 1 week, 2 weeks, 1 month) \_\_\_\_\_

Nature of items to be solicited \_\_\_\_\_

Description and registration number of vehicle used \_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_

Application approved \_\_\_\_\_ Date \_\_\_\_\_



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**CIVIL FINGERPRINTING CONSENT FORM**

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 the database maintained by the Federal Bureau of Investigation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613  
MASS.GOV/CJIS

STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES  
(SAFIS)

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HOW TO CHANGE, CORRECT, OR UPDATE YOUR NATIONAL CRIMINAL  
HISTORY RECORD RESPONSE

The Federal Bureau of Investigation (FBI) Identification Division maintains fingerprint-supported national criminal history record information (CHRI) and also provides access to CHRI maintained by the states. Organizations authorized to submit CHRI checks pursuant to state and federal laws are required to provide individuals with information on how to change, correct, or update their criminal records in accordance with 28 CFR 16.34.

If after reviewing your CHRI, you believe it contains incomplete or incorrect information, you may submit a request to the law enforcement agency which submitted the information to correct or update your CHRI. The information provided in this document outlines the steps that you must follow to change, correct, or update your CHRI.

Instructions regarding CHRI arrests submitted by Massachusetts law enforcement agencies:

**INCOMPLETE INFORMATION:**

If you believe an arrest listed on your CHRI submitted by a Massachusetts law enforcement agency is incomplete (i.e. the disposition is missing), you must first request a certified copy of the docket sheet associated with the arrest. You can obtain a certified copy of the docket sheet by going to the clerk's office at the court where you were arraigned on the charges.

For a listing of courts and contact information, please go to <http://www.mass.gov/courts/courtsandjudges/courts/courtsalphaa-g.html>.

If you are not sure which court heard your case, you may request a copy of your Massachusetts Criminal Offender Record Information (CORI) from the Department of Criminal Justice Information Services' (DCJIS) iCORI system. The CORI will contain information regarding the docket number and phone number for the court that heard the case. For information on how to register for an individual iCORI account to request your





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own CORI online: <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/icori-training-documents.html>. Alternatively, you may submit a personal CORI request by mail to the DCJIS by completing the form available at <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/cori-forms-and-applications.html>.

**IMPORTANT:** It is possible for Massachusetts arrest information to not appear in a CORI response. If this occurs, please contact the DCJIS at 617.660.4640.

After obtaining a certified copy of the docket sheet, in order to update an incomplete CHRI arrest, you must complete and submit the Massachusetts State Police (MSP) Disposition Update Request form (see attached) to:

ATTN: DISPO UPDATE  
Massachusetts State Police  
State Identification Section  
59 Horse Pond Road  
Sudbury, MA 01776

**Please be sure to include the docket sheet with the completed Massachusetts State Police Disposition Update Request form.**

**INCORRECT INFORMATION:**

If you believe your CHRI contains a Massachusetts arrest that is incorrect (i.e. does not belong to you or the offense is incorrect), you will need to contact the police department that submitted the arrest information to the State or to the FBI to request a review of the arrest report or a fingerprint comparison to the fingerprints on file for the arrest. The police department that submitted the information will be listed on the CHRI. Please be sure to call the police department and schedule an appointment for this type of review.

If after reviewing your information, the police department finds the CHRI submission should be corrected, the police department will submit a request on your behalf to the Massachusetts State Police State Identification Section (MSP SIS). The MSP SIS will correct the information in the SIS database and then forward the corrected information to the FBI.





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**Information regarding CHRI arrests submitted by out of state law enforcement agencies:**

Requests to change, correct, or update arrest information submitted to the FBI by an out-of-state law enforcement agency must be made to the agency that submitted the information to the FBI. You may also contact the repository in the state that submitted the arrest data for more information on how to change, correct, or update a record in that state. A listing of state criminal history repository contact information is available at <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/request-rec/requesting-out-of-state-criminal-records.html>.

FBI information on how to challenge a criminal history:

The FBI has published information on its website on how to correct a criminal history record. This information is available at <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary>.





The Commonwealth of Massachusetts

Department of State Police

State Identification Section  
 59 Horse Pond Rd.  
 Sudbury, Ma 01776

DISPOSITION UPDATE REQUEST			
<b>Date of Request:</b>			
<b>Contact Phone No.</b>			
<b>Reason For Request:</b>			
<b>Person name:</b>			
<b>Date of Birth (DOB)</b>			
<b>SSN</b>			
<b>Arresting Department:</b>			
<b>OBTN:</b>			
<b>State ID Number (SID)</b>			
<b>FBI #</b>			
<b>Disposition information to be updated</b>			
<b>Date of arrest</b>	<b>Charges:</b>		<b>Disposition to be added</b>
SIS ID Tech			
Date Completed			
<b>Send this coversheet with certified court record and documentation.</b>			

# Code of Federal Regulations

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## Title 28 - Judicial Administration

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Volume: 1

Date: 2005-07-01

Original Date: 2005-07-01

Title: Section 16.34 - Procedure to obtain change, correction or updating of identification records.

Context: Title 28 - Judicial Administration. CHAPTER I - DEPARTMENT OF JUSTICE. PART 16 - PRODUCTION OR DISCLOSURE OF MATERIAL OR INFORMATION. Subpart C - Production of FBI Identification Records in Response to Written Requests by Subjects Thereof.

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### **§ 16.34 Procedure to obtain change, correction or updating of identification records.**

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed 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 agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

[Order No. 1134-86, 51 FR 16677, May 6, 1986, as amended by Order No. 2258-99, 64 FR 52226, Sept. 28, 1999]