DEPARTMENT OF POLICE SERVICES
2900 DIXWELL AVENUE
HAMDEN, CONNECTICUT 06518

P H O T O

PERMIT NUMBER:_____(ISSUED BY POLICE DEPARTMENT)

DATE ISSUED: _____ EXPIRATION DATE:_____

APPLICATION FOR: *SOLICITING LICENSE*

INSTRUCTIONS FOR APPLICANT **(PRINT OR TYPE)**

1. **ANSWER ALL QUESTIONS**. If additional space is required use a plain white 8½" x 11" paper.
2. Applicant must submit (2) two current passport size photographs. (2"x2" photos) ***NO CROPPING*** of regular size photographs.
3. Applicants must be fingerprinted by the Hamden Police for:
   - ☞Hamden Police Applicant Card $10 fee (Cash or Check) payable to "Town of Hamden"
   - ☞State of CT Applicant Card $50 fee (bank check or money order) payable to "DPS"
4. Applicant must show positive proof of Identification by including copy of operator license or state ID.
5. Completed Application must be signed and notarized.
6. The Fee for a License to Solicit is $25.00 for one year
   Make check payable to "Town of Hamden"

FINGERPRINTING SCHEDULE

Tuesday ***8 am to 10 am and 4 pm to 6 pm,*** ***Thursday*** ***8 am to 10 am***

APPLICANT'S NAME:_____ DATE:_____
LAST FIRST M.I. OF APPLICATION

HOME ADDRESS:_____
NUMBER STREET CITY/TOWN STATE ZIP CODE

HOME PHONE: ( )_____-_____ BUSINESS PHONE: ( )_____-_____

LIST ANY OTHER PLACES OF RESIDENCE DURING THE PAST (5) YEARS

_____

_____

NAME OF BUSINESS:_____

BUSINESS ADDRESS:_____
NUMBER STREET CITY/TOWN STATE ZIP CODE

HOW LONG HAS BUSINESS BEEN IN EXISTENCE:_____

HAS YOUR BUSINESS BEEN CONDUCTED IN ANY OTHER NAME DURING THE PAST (7) SEVEN YEARS? ❒ YES ❒ NO

IF YES, WHAT WAS THE NAME OF THE BUSINESS? _____

ADDRESS: _____
NUMBER STREET CITY/TOWN STATE ZIP CODE

DESCRIBE IN DETAIL THE NATURE OF THE BUSINESS AND THE GOODS OR SERVICES TO BE SOLICITED.

_____

_____

IF A MOTOR VEHICLE IS TO BE USED IN THE SOLICITING AND/OR DELIVERY OF ANY ITEMS, FILL IN THE INFORMATION BELOW:

YEAR:_____ MAKE:_____ MODEL:_____ TYPE:_____

COLOR:_____ REGISTRATION PLATE:_____ STATE:_____

LIST ANY ADDITIONAL VEHICLE INFORMATION ON A SEPARATE SHEET OF PAPER

APPLICANT'S PERSONAL INFORMATION

HAVE YOU USED ANY OTHER NAME(S) IN THE PAST? ❒ YES ❒ NO

IF YES, WHAT NAME(S)? _____

DATE OF BIRTH:___/___/_____ PLACE OF BIRTH:_____
MM DD YYYY

HEIGHT:___'___" WEIGHT:_____LB HAIR COLOR:_____ EYE COLOR:_____

SCARS, MARKS, TATTOO'S ❒ YES ❒ NO IN YES, _____
LOCATION & DESCRIPTION

_____
LOCATION & DESCRIPTION

SOCIAL SECURTY NUMBER:_____-_____-_____
DRIVER LICENSE NUMBER:_____ STATE:_____

HAVE YOU EVER BEEN ARRESTED FOR ANY CRIMINAL OR MOTOR VEHICLE OFFENSE? ❒ YES ❒ NO

IF THE ANSWER TO THE PREVIOUS QUESTIONS IS YES, THEN LIST ALL SUCH ARREST AND THE DISPOSITIONS BELOW:(USE A SEPARATE SHEET OF PAPER IF NEEDED)

_____

_____

_____

_____

OCCUPATION(S) DURING THE PAST YEAR:_____

PLACE OF EMPLOYMENT DURING THE PAST YEAR:_____

ADDRESS OF EMPLOYMENT DURING THE PAST YEAR:_____

_____

LIST THE PERIOD OF TIME DURING WHICH THE APPLICANT INTENDS TO SELL ITEMS OR SOLICIT ORDERS IN THE TOWN OF HAMDEN:

_____

_____

LIST ANY OTHER TOWNS/CITIES WHERE YOU HAVE A VALID PERMIT TO CONDUCT SIMILAR BUSINESS: _____

CONNECITCUT STATE STATUE 53a-157 FALSE STATEMENT:CLASS A MISDEMEANOR

A PERSON IS GUILTY OF FALSE STATEMENT WHEN HE/SHE INTENTIONALLY MAKES A FALSE WRITTEN STATEMENT UNDER OATH OR PURSUANT TO A FORM BEARING NOTICE. AUTHORIZED BY LAW, TO EFFECT THAT FALSE STATEMENTS MADE THEREIN ARE PUNISHABLE, WHICH HE DOES NOT BELIEVE TO BE TRUE AND WHICH STATEMENT IS INTENDED TO MISLEAD A PUBLIC SERVANT IN THE PERFORMANCE OF HIS/HER OFFICIAL FUNCTION. FALSE STATEMENT IS A CLASS A MISDEMEANOR.

THE PENALTY FOR A CLASS A MISDEMEANOR IS IMPRISIONMENT FOR A TERM NOT TO EXCEED ONE YEAR, OR A FINE NOT TO EXCEED $1,000.00 OR BOTH A FINE AND IMPRISONMENT. (SECTIONS 53A-28(b), 53a-36, and 53a-42)

I DECLARE, UNDER THE PENALTIES OF FALSE STATEMENT, THAT THE ANSWERS TO THE QUESTIONS CONTAINED IN THIS APPLICATIONS ARE TRUE AND CORRECT.

APPLICANTS SIGNATURE:_____ DATE:_____

SUBSCRIBED TO AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 2016

NOTARY PUBLIC_____

MY COMMISSION EXPIRES:_____

(FOR POLICE USE ONLY)

TYPE OF IDENTIFICATION_____ PHOTOGRAPHS SUBMITTED_____

FINGERPRINTED BY_____ DATE:_____ SENT TO STATE POLICE_____

FINGERPRINT CHECK RETURNED BY STATE POLICE_____ RESULTS_____

SPRC DONE (DATE)_____ HAMDEN POLICE SPECIAL INVESTIGATION CHECK DONE (DATE)_____
N.C.I.C. CHECK DONE(DATE)_____ OFFICER CONDUCTING INVESTIGATION_____

APPROVED BY_____ FOR THE HAMDEN DEPARTMENT OF POLICE SERVICE
(CHIEF OF POLICE OR DESIGNEE)

APPROVED ON THIS _____DAY OF _____ 2016

FEE REQUIRED ☐ YES ☐ NO AMOUNT$ _____ PAID ON (DATE) _____

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 a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice[1] that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the 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 criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.[2]

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 notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records: **Department of Emergency Services and Public Protection** **State Police Bureau of Identification (SPBI)** **1111 Country Club Road** **Middletown, CT 06457** **860-685-8480**	**Out-of-State Records:** **Agency of Record** **OR** **FBI CJIS Division-Summary Request** **1000 Custer Hollow Road** **Clarksburg, West Virginia 26306**

[1] **Written notification includes electronic notification, but excludes oral notification.**

[2] **See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).**

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification[3] by _Hamden Police Department_ that your fingerprints will be used to check the criminal history records of the FBI.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[4]

- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not 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.[5]

- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

- If you need additional information or assistance, please contact:

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[5] **See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).**

Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).