



# North Reading Police Department



152 Park St. North Reading, Massachusetts 01864  
Telephone 978-664-3131 Fax 978-664-3170

Michael P. Murphy  
Chief of Police

## ICE CREAM TRUCK PERMIT Instructions

This application is a "fillable PDF" form which means you can fill it out on your computer. Read all information below and fill out all applicable data on page 2 ONLY. If approved, your request for an Ice Cream Truck Permit will be issued under the authority of Police Chief Michael P. Murphy and will be valid only in North Reading provided the restrictions below are followed:

1. Each applicant may ONLY solicit between 8:00 a.m. and 8:00 p.m. until December 31, this year.  
For special events, you may NOT solicit after 8pm WITHOUT written authorization from Chief Murphy.
2. EACH person who will be in the ice cream truck must apply separately.
3. The permit shall be conspicuously displayed and clearly visible at all times on the windshield of the soliciting ice cream truck while soliciting in North Reading.
4. The permit is subject to examination by any North Reading Police Officer or any other Law Enforcement Officer authorized to do so.
5. Any violations may result in the immediate suspension/revocation of the Ice Cream Permit and the permit holder may be assessed a fine of \$500.00.
6. The Permit is NOT valid until signed by the Permitting Authority.

Unless waived, each applicant understands as part of the permitting process, the North Reading Police Department shall, as authorized by Massachusetts General Laws Chapter 6, Section 172B 1/2, conduct state and federal fingerprint-based criminal history checks for each individual applying for a permit to become an ice cream truck vendor.

There are 2 non-refundable fees charged per applicant for the record background checks.

\$ 70.00 bank check or money order payable to: Town of North Reading (no personal/business check allowed)

\$ 30.00 bank check or money order payable to: Commonwealth of MA (no personal/business check allowed)

Each applicant understands that false, inaccurate or misleading information will be grounds for the permit to be denied or revoked.

When page 2 is completed, email this whole completed application to [recordsrequest@nrpd.org](mailto:recordsrequest@nrpd.org)

Attach to your email 2 current color photographs. One head and shoulders and one full body.

If you are unable to send 2 photos, they will be taken during the fingerprint appointment.

Once the application is returned, a permitting officer will contact you within 10 days to setup a time to be fingerprinted and to complete the permitting process.

If you have any further questions contact Lt. Joseph Thibodeau at 978-357-5030 or [jthibodeau@nrpd.org](mailto:jthibodeau@nrpd.org)

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



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## ICE CREAM TRUCK Application

**Instructions:** Read and fill out below all applicable information only on this page.

Date of Application:

New Applicant? or Renewal? If renewal previous North Reading Permit #:

If you have another (city/town) ice cream permit #: From: Expires:

Applicant Name: DOB: Phone:

If you have been known by another name list:

SS#: Driver's Lic. #: State: Email:

Home Address:

Are you a sex offender as defined by MGL Chapter 6, § 178(c)? No: Yes:

Are there currently any sex offense charges pending against you? No: Yes:

If you answered yes to Questions 2 or 3, please provide below an explanation.

Will you be driving the truck? No: Yes:

Business Name: Phone 1: Phone 2:

Website: Email:

Owner's Name: Phone 1: Phone 2:

Email:

Business Address:

Supervisor's Name: Phone 1: Phone 2:

Email:

# STOP

## The rest of the packet is for the Permitting Authority

Applicant's Name:

Applicant's Signature

Date:

Application Verified by:

Signature

Date:



MUNICIPALITY \_\_\_\_\_

Permit issued by: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_, MA \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

NRPD Case #: \_\_\_\_\_

## APPLICATION for PERMIT to ENGAGE in ICE CREAM TRUCK VENDING

Pursuant to Massachusetts General Law (MGL) Chapter 270, §25 and 520 CMR 15.00 et seq. (as amended)

*This application must be fully completed.*

It is the responsibility of the permitting authority to ensure that the identity of the new\renewal applicant is true and accurate and, in the case of renewal, that the applicant is linked to the original tracking number. The permitting authority shall only issue permits after conducting a criminal background investigation into the criminal history of an applicant to determine eligibility for a new permit or a renewal. All applications must be accompanied by a copy of an applicant's fingerprints and two (2) current photographs.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check (✓) appropriate box.

☐ New Applicant

☐ **Renewal Applicant** - Most recent Ice Cream Truck  
Vending Permit Number \_\_\_\_\_  
issued from (city\town) \_\_\_\_\_  
with an expiration date of \_\_\_\_\_.

Please answer the following questions completely and accurately.

1. If you have you ever used or been known by another, please provide name and explanation.

2. Are you a sex offender as defined by MGL Chapter 6, § 178(c)?      **Yes**      **No**

3. Are there currently any sex offense charges pending against you?      **Yes**      **No**

4. If you answered yes to Questions 2 or 3, please provide an explanation.

**Please attach two (2) current photographs of the applicant along with a copy of his\her fingerprints to this application. Upon receipt of application, the permitting authority (local municipality) shall conduct an investigation into the criminal history of the applicant in order to determine eligibility.**

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

Date: \_\_\_\_\_

Permit Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Permitting Authority: \_\_\_\_\_

*The permit shall be conspicuously displayed and clearly visible on the windshield of any ice cream truck operated or from which ice cream or any other prepackaged food product is sold.*



# NORTH READING POLICE DEPARTMENT



## ICE CREAM TRUCK VENDING PERMIT

Photo

### PERMITTING ISSUED BY

North Reading Police Department  
152 Park Street  
North Reading MA 01864  
978-664-3131

### PERMITTING AUTHORITY USE ONLY

NRPD Case Number:  
Permit #:  
Date Issued:  
Expiration Date:  
Comments:

Vendor nformation	Vendor r ss

**THIS CARD SHALL BE CONSPICUOUSLY DISPLAYED AND CLEARLY  
VISIBLE ON THE WINDSHIELD OF THE OPERATING VEHICLE.**

**This Ice Cream Truck Permit is authorized by North Reading Police Chief Michael P. Murphy and is valid only in North Reading provided the applicant follows all the restrictions below.**

1. I May ONLY solicit between 8:00 a.m. and 8:00 p.m. until December 31, 2021.  
I May not solicit after 8pm WITHOUT written authorization from Chief Murphy.
2. I understand that ONLY the person listed on the front of this permit is allowed to be in the truck while soliciting. A permit MUST be issued and displayed for EVERY person who intends to engage in ice cream truck vending and I as the permit holder am responsible.
3. I will make sure this permit shall be conspicuously displayed and clearly visible on the windshield of the soliciting ice cream truck at all times while soliciting.
4. I understand this permit is subject to examination by any North Reading Police Officer or any other Law Enforcement Officer authorized to do so.
5. I understand that this permit is subject to confiscation and suspension/revocation for any violation of the above restrictions.
6. I understand that WHOEVER violates Massachusetts 520 CMR 15.03(1) and (2) shall be assessed a fine of \$500 and each day may be considered a separate violation.
7. To speak with a supervisor an officer may call:

\_\_\_\_\_  
Applicant's Name:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Permit Approved by:

\_\_\_\_\_  
Permit approved by Signature

\_\_\_\_\_  
Date:



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Chief of Police

## ICE CREAM TRUCK Permit Checklist

Applicant Name:

Case #

### **The Following Items need to be checked BEFORE permit issued.**

Completed Application Received and Reviewed by

2 Color Photographs Received

Photos attached to front of dashboard permit

NRPD Fingerprints Completed by

AFIS Check Completed/Received by

If previously permitted in another municipality, have the following items been received?

Copy of Application

Copy of Permit

Copy of Fingerprints

Comments:

IMC In-House Records check

IMC Lan check

Comments

IMC Log entry created. (Use Solicitors as call reason) and add Applicant Information as involved party

Add IMC Log entry # to top page 4 (Application for Permit to Engage in Ice Cream Truck Vending)

Add "Permit Number" (year- #) to top page 4 (Application for Permit to Engage in Ice Cream Truck Vending)

Add "Date Issued" to top page 4 (Application for Permit to Engage in Ice Cream Truck Vending)

Add "Expiration Date" (expires 12/31/XX) to top page 4 (Application for Permit to Engage in Ice Cream Truck Vending)

Add any additional "Comments" to top page 4 (Application for Permit to Engage in Ice Cream Truck Vending)

### **The Following Items need to be done WHEN permit issued to applicant.**

View applicant's driver's license

Applicant signed and acknowledged bottom Page 1 (Ice Cream Truck Permit Instructions)

Applicant & Issuer signed and acknowledged bottom page 2 (Ice Cream Truck Application)

Applicant signed and acknowledged bottom page 4 (Application for Permit to Engage in Ice Cream Truck Vending)

Applicant & Issuer signed and acknowledged bottom back of dashboard permit

Scan all signed documents

Laminate Permit and give to applicant

### **Lastly**

Make DHQ Entry for permit being issued with attached front and back copy of permit

Save all documents and upload to DHQ "Solicitors" section

Any Additional Comments: