



North Reading Police Department



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Mark A. Zimmerman
Chief of Police

Instructions Solicitor Permit

1. EACH PERSON, prior to soliciting in North Reading, is required by Massachusetts General Law Chapter 101 section 34 and North Reading Town By-Law Chapter 131 section 1 to register. EACH PERSON must submit this 4 page packet.
A fillable PDF of this packet can be download at www.nrpdp.org under the "Resources" tab.
 2. Print out the whole packet, however fill out only the "Solicitor Application" on page 2.
 3. Make an appointment to be fingerprinted. To setup the appointment, email Lt. Joseph Thibodeau jthibodeau@nrpd.org Appointments are typically made Monday through Friday from 8am-4pm.
 4. At the appointment, you will be required to show a governmental ID (for example driver's license or passport). If applicable, please show your soliciting ID from the original registering MA Police Dept. EACH PERSON must submit the following fees.
 - a. **Commonwealth of Massachusetts \$ 30.00**
Money order or **bank check** ONLY payable to: Commonwealth of Massachusetts.
Include the applicant's name printed in block letters.
 - b. **North Reading \$ 70.00**
Money order or **bank check** ONLY payable to: Town of North Reading.
Include the applicant's name printed in block letters.
- "Pursuant to Massachusetts General Laws Chapter 6, Section 172 B ½ and the Town of North Reading By-Law Article II section 104-3 through 104-10: An applicant seeking a license for solicitation is required to submit a full set of fingerprints to the North Reading Police Department. The licensing authority may utilize the results of the fingerprint based criminal record background check for the sole purpose of determining the suitability of the license applicant. The licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed occupational activity.
5. During your appointment you will fingerprinted and required to sign the "Acknowledgement of Understanding" located on page 3. Do NOT fill this out prior.
 6. Once your background check is completed (typically within 48hours) you will be notified.
If approved, your right to solicit in North Reading is authorized for 1 year from the approval date.
If denied, you will be given the reason(s) why.

Solicitor Application

All applicable information must be filled out. Any false, Inaccurate, incomplete or untruthful responses below are grounds to deny your application.

Date of application: _____

Your full legal name: _____

List any other names you have gone by: _____

Date of birth: _____ Soc. Sec. #: _____

Your permanent address: _____
Street Address City State Zip

Your local address: _____
Street Address City State Zip

Your Cell #: _____ Local tel. #: _____ Home #: _____

Your E-mail address: _____

Have you ever been convicted of any Felony Offenses? No _____ Yes _____ (explain below)

Employer's name: _____

Employer's address: _____
Street Address City State Zip

Employer's telephone: _____ Website: _____

Employer's Federal Tax ID# (REQUIRED): _____

Immediate supervisor's name: _____

Supervisor Cell #: _____ Local tel. #: _____ Home #: _____

Motor vehicle(s) to be used:

Reg. State: _____ Reg. #: _____ Make: _____ Model: _____

Reg. State: _____ Reg. #: _____ Make: _____ Model: _____

Reg. State: _____ Reg. #: _____ Make: _____ Model: _____

Product/Services to sell: _____

Date(s) of anticipated sales operation. From: _____ to _____

Location of solicitation: _____

Method of operation: _____

STOP! Do NOT fill out the following 2 pages. They will be completed at your appointment

Acknowledgment of Understanding (ONLY fill out this section in presence of Officer)

The licensing authority may utilize the results of the fingerprint based criminal record background check for the sole purpose of determining the suitability of the license applicant. The licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed occupational activity.

Initial each line after reading it:

- _____ My government ID will be photocopied.
- _____ I will be fingerprinted. My fingerprints will be used to conduct a state and national criminal history search of FBI records. Any FBI criminal history will not be disseminated to unauthorized entities.
- _____ I have never been convicted of any felonies.
- _____ I am not wanted by any law enforcement agency in any other state.
- _____ All new sales agents and sales supervisors shall register with the NRPD prior to starting.
- _____ EACH day that I will be soliciting I must physically check in at the NRPD (no phone calls).
- _____ I may only solicit from 8am UNTIL sunset and then I must stop.
- _____ If the sales period is to be extended, I will notify the NRPD in writing before I continue.
- _____ If any information changes from the time I register, I will notify NRPD immediately in writing.
- _____ I MUST wait until I am approved before I can start soliciting.
- _____ Issued permits expire 1 year (365 days) from date of approval.
- _____ My right to solicit can be terminated at any time for just cause.

I understand that any violations of the above rules or Massachusetts General Law for Solicitors Chapter 101 section 34t will result in the immediate suspension of my soliciting permit. I may also be arrested and prosecuted where I could pay a fine of up to five hundred dollars or be imprisoned for not more than six months.

I have not reported any false or incomplete information on this application or during this process.

Date: _____ Time: _____

Applicant's printed name: _____

Applicant's signature: (sign in presence of Officer) _____

Officer's name: _____ ID#: _____

NRPD Internal Checklist

(DO NOT fill out)

NRPD Case #: _____

Officer(s) confirming below information to initial each line:

- _____ Governmental ID photocopied and attached to this packet.
 - _____ Applicant initialed and signed application in your presence.
 - _____ If applicable, copy and attach "original registering police department's ID"
 - _____ Criminal History check attached if applicable.
 - _____ IMC log entry made using "Soliciting" reason code.
 - _____ All parties entered into IMC under "Parties" tab.
 - _____ All vehicles entered into IMC under "Vehicles" tab.
 - _____ Fingerprints taken and attached to this packet.
 - _____ MA State Fee collected / submitted and attached to this packet.
 - _____ Town Fee collected / submitted and attached to this packet.
 - _____ Before an applicant is denied a permit to solicit based solely on a criminal record response, data must be reviewed by two sworn personnel for verification/accuracy.
- Officer 1 name: _____ ID#: _____ Date: _____
- Officer 2 name: _____ ID#: _____ Date: _____

ID / Permit to solicit DENIED: _____ Date: _____ Due to the following reason(s):

ID / Permit to solicit ISSUED: _____ Date: _____ Expires: _____

Officer: _____ ID#: _____

Once permit is issued or denied, scan completed packet to DHQ under solicitors file