



DEPARTMENT OF POLICE SERVICES  
TOWN OF HAMDEN  
2900 DIXWELL AVENUE  
HAMDEN, CONNECTICUT 06518



FOR POLICE DEPARTMENT USE ONLY:

LICENSE NUMBER: \_\_\_\_\_

(ISSUED BY POLICE DEPARTMENT)

DATE ISSUED: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

## APPLICATION FOR: VENDORS LICENSE

### INSTRUCTIONS FOR APPLICANT (PRINT OR TYPE)

- ANSWER ALL QUESTIONS.** If additional space is required, use a plain white 8 1/2" x 11" paper.
- Applicant must submit (1) current passport size, color photograph. (2"x2" photo)
- The Hamden Police must fingerprint new Applicants.  
Hamden Police Applicant Card \$30.00 fee (Cash or Check) Payable to "Biometric Identification Services  
Fingerprinting: The State no longer accepts money orders or bank checks to accompany fingerprints.  
(This used to be a \$88.25 charge or \$75.00 +\$13.25.) You MUST pre-enroll to be fingerprinted and pay  
online via credit card only. The website to enroll is <https://ct.flexcheck.us.idemia.io/cchrspreenroll/> The  
service code for Hamden PD vendor's permit fingerprints is DD92-CESC. Once you are pre-enrolled to be  
fingerprinted, you MUST bring a printed copy of the barcode/ tracking number with you. If the barcode  
/tracking number does not accompany the fingerprints we will NOT be able to accept the application.  
Please note that once you complete the pre-enrollment process and pay online there are NO REFUNDS.
- Applicant must present a current State of Connecticut Sales Tax Certification.
- Applicant must have false statement section notarized within 1 week of turning in application.
- Applicant must submit a health inspection report if vending food items.
- Applicant must show positive proof of identification.
- Fee for Vendor License is \$200 yearly, or \$25 per day.

**FINGERPRINTING HOURS: Mondays 2:00PM – 6:00PM and Wednesdays 10:00AM – 2:00PM**

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

LAST

FIRST

M.I.

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

NUMBER

STREET

CITY/TOWN STATE

ZIP CODE

Home Telephone ( ) \_\_\_\_\_ Business Telephone ( ) \_\_\_\_\_

List any other places of residence during the past (5) years \_\_\_\_\_

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

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Scars, Marks, Tattoos \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License Number \_\_\_\_\_

State of Connecticut Sales Tax Number \_\_\_\_\_

## ADDITIONAL APPLICANT INFORMATION

Have you used any other name(s) in the past? ☐ Yes ☐ No

If yes, List the Name(s): \_\_\_\_\_

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 separate piece of paper if needed)

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List Any Other Towns/Cities Where you have a valid permit to conduct similar business:

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Do you have a State of Connecticut Vendors Permit? ☐ Yes ☐ No

(If you have a State of Connecticut Vendors Permit, Please attach a copy with this application)

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
NUMBER STREET CITY/TOWN STATE ZIPCODE

How many years has business been in existence: \_\_\_\_\_

Has your business been conducted in any other name during the past (7) seven years? ☐ Yes ☐ No

If yes: Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
NUMBER STREET CITY/TOWN STATE ZIPCODE

Describe IN DETAIL the GOODS, WARES, or OTHER MERCHANDISE to be offered for Sale:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the location of the building structure or parcel of real estate that will be used for the exhibition and sale of such goods, wares, and merchandise: \_\_\_\_\_

\_\_\_\_\_

If a MOTOR VEHICLE is to be used in the vending or delivery of any items, please complete the vehicle information request below:

VEHICLE #1

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

Color: \_\_\_\_\_ Registration Plate: \_\_\_\_\_ State: \_\_\_\_\_

VEHICLE #1

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

Color: \_\_\_\_\_ Registration Plate: \_\_\_\_\_ State: \_\_\_\_\_

VEHICLE #1

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Type: \_\_\_\_\_

Color: \_\_\_\_\_ Registration Plate: \_\_\_\_\_ State: \_\_\_\_\_

## CONNECTICUT STATE STATUTE 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.

The penalty for a Class A Misdemeanor is Imprisonment for a term not to exceed one year, or a fine not to exceed \$1,000.00 or both a fine and imprisonment. (Section 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 APPLICATION ARE TRUE AND CORRECT.

APPLICANT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

*SUBSCRIBED TO AND SWORN TO BEFORE ME*

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

(POLICE USE ONLY)

TYPE OF IDENTIFICATION: \_\_\_\_\_ PHOTOGRAPHS SUBMITTED: ☐ YES ☐ NO

FINGERPRINTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ SENT TO STATE POLICE \_\_\_\_\_

FINGERPRINT CHECK RETURNED BY STATE POLICE \_\_\_\_\_ RESULTS \_\_\_\_\_

SPRC DONE (DATE) \_\_\_\_\_ HAMDEN POLICE SPECIAL INVESTIGATORY 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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

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

# **FBI Privacy Act Statement**

***This privacy act statement is located on the back of the FD-258 fingerprint card.***

**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 regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**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.

As of 03/30/2018

**Applicant Signature:** \_\_\_\_\_ **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 employment or a 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. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must provide to the applicant written notification<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials must ensure that an applicant receives, and acknowledges receipt of, an adequate Privacy Act Statement when the applicant submits his/her fingerprints and associated personal information.<sup>2</sup>
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the employment, 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 update of an FBI criminal history record are set forth at 28 CFR 16.34.
- Officials should not deny the employment, 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.<sup>3</sup>

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:

<b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection</b> <b>State Police Bureau of Identification (SPBI)</b> <b>1111 Country Club Road</b> <b>Middletown, CT 06457</b> <b>860-685-8480</b>	<b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> <b>1000 Custer Hollow Road</b> <b>Clarksburg, West Virginia 26306</b>
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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council-privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b), 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 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 employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification <sup>4</sup> by \_\_\_\_\_ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. <sup>5</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, 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 update 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 employment, license, or other benefit based on information in the criminal history record. <sup>6</sup>

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. <sup>7</sup>

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 <https://www.fbi.gov/services/cjis/identity-history-summary-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. 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:

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

<sup>4</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>5</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>6</sup> See 28 CFR 50.12(b).

<sup>7</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).