



TOWN OF PLYMOUTH  
**POLICE DEPARTMENT**

20 Long Pond Road  
Plymouth, MA 02360

**Civil Fingerprinting-Based Criminal History Check Procedures**

- Applicants seeking a municipal license for which civil fingerprinting is required shall submit a full set of fingerprints to be taken by the Plymouth Police Department in accordance with M.G.L. c. 6, S 172B ½, and Chapter 72-4 of the By-Laws of the Town of Plymouth.
- Licensing Applicants must contact the Plymouth Police Department to arrange an appointment for fingerprint collection.  
Detective Lieutenant Antonio Gomes (508-830-4218 x236)
- All licensing applicants must consent to the collection and submission of their fingerprints by completing the "Application for Civil Fingerprint-Based Criminal Background Check" form which will be retained for at least one year, but for no longer than three years.
- Fingerprint Fees may be payable by a Bank Check or Money order payable to:  
Statutory Fee of \$30 to the "Commonwealth of Mass."  
Municipal Fee of \$70 to the "Town of Plymouth".
- The applicant's fingerprints will be submitted to search criminal history records using the Automated Fingerprint Identification System (AFIS) which is maintained by the Massachusetts State Police and the Federal Bureau of Investigation's (FBI) Integrated Automated Fingerprint Identification System (IAFIS) fingerprint database.
- Upon receipt of the appropriate fees and documentation, the Plymouth Police Department will transmit the fingerprints to the Identification Section of the Mass. State Police, the Mass. Department of Criminal Justice Information Services (CJIS), and/or the Federal Bureau of Investigation (FBI).
- Results of the fingerprint-based criminal record background checks will be sent to a designated secure website managed by the Massachusetts Dept. of Criminal Justice Information Services (DCJIS) and will be only accessed by the Chief of Police and/or their designee.



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**Application for Civil Fingerprint-Based Criminal Background Check**

*To be completed by Applicant and brought to the Plymouth Police Station*

Date of Application: \_\_\_/\_\_\_/\_\_\_ Company: \_\_\_\_\_  
 Company Address: \_\_\_\_\_

Municipal License (check appropriate circle):

- Hawking and Peddling or other Door-to-Door Salespeople
- Manager of Alcoholic Beverage Licensed Establishment
- Dealer of Second-hand Articles (including Junk Dealers and Collectors)
- Pawn Dealers
- Hackney and Livery Drivers and Owners or Operators of other conveyors of passengers
- Ice Cream Truck Vendors

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_  
 Home Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Cell/Work Phone: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Signature for consent to submit: \_\_\_\_\_

*(Do not write below this line)*

**Documentation Checklist**

- Copy of Photo ID: (Valid Driver's License, Mass. ID, Passport, Military ID)
  - Check Payable to: Town of Plymouth \$70.00
  - Check Payable to: Commonwealth of Mass. \$30.00
  - Applicant advised that fingerprints will be used to obtain criminal history records
  - Fingerprints obtained
  - Digital Photo obtained
- Officer's Signature/ID#: \_\_\_\_\_

**Administrative Use Only**

Application approved (\_\_\_)      Application denied (\_\_\_)

Reason for Denial: \_\_\_\_\_

### Rights of the Applicants

- Applicants will be afforded the opportunity to meet with the Police Background Investigator.
- Any Applicant, upon request, will be provided with a copy of the results of his/her fingerprint-based criminal background check.
- Applicants will have the opportunity to provide additional information to, or challenge the accuracy of, the information contained in the background check, including in the FBI identification record prior to rendering a suitability evaluation. (See U.S. Code of Regulations, 28 C.F.R. Part 16.34)
- Should the record subject seek to amend or correct his/her record, he/she must take appropriate action to correct said record, which action currently includes contacting the Massachusetts Department of Criminal Justice Information Services (DCJIS) for a state record or the FBI for records from other jurisdictions maintained in its file. An applicant that wants to challenge the accuracy or completeness of the record shall be advised that the procedures to change, correct, or update the record are set forth in Title 28 CFR 16.34.

## U.S. Code of Regulations, 28 C.F.R. Part 16.34

This subpart contains the regulations of the Federal Bureau of Investigation (FBI) concerning procedures to be followed when the subject of an identification record requests production of that record to review it or to obtain a change, correction, or updating of that record.

### § 16.31 - Definition of identification record.

An FBI identification record, often referred to as a "rap sheet," is a listing of certain information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, includes information taken from fingerprints submitted in connection with federal employment, naturalization, or military service. The identification record includes the name of the agency or institution that submitted the fingerprints to the FBI. If the fingerprints concern a criminal offense, the identification record includes the date of arrest or the date the individual was received by the agency submitting the fingerprints, the arrest charge, and the disposition of the arrest if known to the FBI. All arrest data included in an identification record are obtained from fingerprint submissions, disposition reports, and other reports submitted by agencies having criminal justice responsibilities. Therefore, the FBI Criminal Justice Information Services Division is not the source of the arrest data reflected on an identification record.

### § 16.32 - Procedure to obtain an identification record.

The subject of an identification record may obtain a copy thereof by submitting a written request via the U.S. mails directly to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. Such request must be accompanied by satisfactory proof of identity, which shall consist of name, date and place of birth and a set of rolled-inked fingerprint impressions placed upon fingerprint cards or forms commonly utilized for applicant or law enforcement purposes by law enforcement agencies.

### § 16.33 - Fee for production of identification record.

Each written request for production of an identification record must be accompanied by a fee of \$18 in the form of a certified check or money order, payable to the Treasury of the United States. This fee is established pursuant to the provisions of 31 U.S.C. 9701 and is based upon the clerical time beyond the first quarter hour to be spent in searching for, identifying, and reproducing each identification record requested as specified in § 16.10. Any request for waiver of the fee shall accompany the original request for the identification record and shall include a claim and proof of indigency. Subject to applicable laws, regulations, and directions of the Attorney General of the United States, the Director of the FBI may from time to time determine and establish a revised fee amount to be assessed under this authority. Notice relating to revised fee amounts shall be published in the Federal Register.

### § 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.