



WAKEFIELD POLICE DEPARTMENT

One Union Street, Wakefield, Massachusetts, 01880

Emergency 911

Business 781-245-1212

Administration 781-246-6323

FAX 781-245-1299

APPLICATION FOR CIVIL FINGERPRINTING

INSTRUCTIONS

Pursuant to Massachusetts General Law c.6, § 172B1/2 and Wakefield General Bylaw c.143 §1-6, the Town of Wakefield now requires fingerprint-based national criminal record checks on applicants for certain municipal licenses.

- **The Wakefield Police Department is the issuing authority for Solicitor / Canvasser licenses. Additional applications and/or fees associated with licensing may be required. Contact the appropriate local licensing authority for further information.**
- The fee for fingerprinting is \$100. A bank check or money order for \$30 must be made out to “**The Commonwealth of Massachusetts.**”
A check or money order for \$70 must be made out to “**Town of Wakefield.**”
- Fingerprinting is done by appointment only. Appointments are to be made through the Wakefield PD Records Unit at 339-219-4509.
- Applicants will be photographed at the time of fingerprinting.
- Applicant must sign consent form(s) before the department conducts fingerprinting.
- Applications will not be processed unless all paperwork is complete and accompanied by appropriate payment.
- Positive state-issued photo ID or valid Military photo ID must be presented for identification purposes at time of fingerprinting.
- **NOTE: Please submit the completed application along with fingerprinting fee(s) and any other required paperwork together in a complete package.**
- **Applications will not be processed unless accompanied by the appropriate payment.**



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CIVIL FINGERPRINTING CONSENT FORM

(INCOMPLETE FORMS WILL NOT BE PROCESSED)

I, _____, consent to the collection of my fingerprints as part of the application process for the following license **(BE SPECIFIC)**:

_____.

I acknowledge and understand that my fingerprints will be searched against databases maintained by the Federal Bureau of Investigation.

NAME OF APPLICANT: _____ DATE OF BIRTH: _____

HOME ADDRESS: _____ CITY/TOWN: _____

SOCIAL SECURITY #: _____ PHONE: _____

BUSINESS NAME / ADDRESS: _____

BUSINESS PHONE: _____

Signature

Date

WWW.WAKEFIELDPD.ORG



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FBI PROCEDURE FOR CHANGING, CORRECTING OR UPDATING A RECORD

28 CFR 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.

Further information can be found at:

<https://www.fbi.gov/services/cjis/identity-history-summary-checks/us-department-of-justice-order-556-73>