



TOWN OF PLYMOUTH POLICE DEPARTMENT

Form GO 112-1

Application for Civil Fingerprint-Based Criminal Background Check

Civil Fingerprinting-Based Criminal History Check Applicant 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 a Plymouth Police Officer to collect the applicant's fingerprints and photograph. Licensing Applicants should make appointments by contacting:
Detective Sergeant Anthony DiAngelo at (508) 830-4218 x15233
or (if unavailable)
Detective Lieutenant David Lis at (508) 830-4218 x15236
- Licensing Applicants need to bring the following to the appointment:
 - Valid photo identification (Driver's License, State issued ID card, Passport, Military ID)
 - Statutory and Municipal fees in the form of 2 separate bank checks or money orders:
 - \$30 payable to "Commonwealth of Mass"
 - \$70 payable to "Town of Plymouth"
 - Completed Plymouth Police Department Form GO 112-1 "Application for Civil Fingerprint-Based Criminal Background Check." The Licensing Applicant must sign the form to consent to the collection and submission of his/her fingerprints. This form will be retained for at least 1 year, but for no longer than 3 years.
- 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 the Chief of Police's designee.



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

Date of Application _____

Company Information

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Municipal License (check appropriate box)

- ☐ Hawking and Peddling or other Door-to-Door Salespeople
- ☐ Manager of Alcoholic Beverage Licensed Establishment
- ☐ Dealer of Second-hand Articles (including Junk Dealers, Collectors, and Pawn Dealers)
- ☐ Fortune Teller
- ☐ Hackney and Livery Drivers and Owners or Operators of other Conveyors of Passengers
- ☐ Ice Cream Truck Vendor

Applicant Information

Last Name: _____ First Name: _____ MI: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Cell/Work Phone #: _____

Date of Birth: _____ Place of Birth: _____

Social Security #: _____

Applicant signature for consent to submit fingerprints: _____

FOR POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Documentation Checklist

PPD Case #: _____

- ☐ Copy of photo ID (Valid Driver's License, MA ID, Passport, Military ID)
- ☐ Check payable to Town of Plymouth for \$70.00
- ☐ Check payable to Commonwealth of MA for \$30.00
- ☐ Applicant advised that fingerprints will be used to obtain criminal history records
- ☐ Fingerprints obtained
- ☐ Digital Photo obtained

Officer Signature: _____

Printed Name of Officer: _____ ID#: _____

Administrative Use Only

- ☐ Application Recommended for Approval
- ☐ Application **NOT** Recommended for Approval

Signature of Chief of Police: _____

Form GO 112-1 (rev. 12/25). This form replaces all previous Application for Civil Fingerprint-Based Criminal Background Check, **which may not be used.**



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Civil Fingerprinting-Based Criminal History Check Applicant Rights

- 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 who 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 U.S. Code of Regulations, Title 28 C.F.R. 16.34.



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Privacy Act Statement

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.

Applicant Record Challenge

Applicant Record Challenge: Before a final decision is made, you have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit www.FBI.gov or <https://www.fbi.gov/cjis/identity-history-summary-checks#challenge-of-an-identity-history-summary>. If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred.



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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-in 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.

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