



MARK CHAMBERS
CHIEF OF POLICE

OFFICE: (978) 399-2345
FAX: (978) 399-2860



Town of Westford
POLICE DEPARTMENT
53 Main Street
Westford, MA 01886



MEMBER
INTERNATIONAL ASSOC.
OF CHIEFS OF POLICE

N.E. ASSOCIATION OF
CHIEFS OF POLICE

MASS. CHIEFS OF POLICE
ASSOCIATION

Notification to Subjects of Fingerprint-Based Criminal Record Background Checks

Pursuant to Chapter 159 of the Town of Westford's By-Laws, applicants for the following licenses must submit to a full set of fingerprints to the Westford Police Department within ten (10) Days of the date of the license application for the purpose of conducting a state and national criminal record background check:

Hawking and Peddling or Door to Door Solicitors
Owner or Operator of Public Conveyance
Hackney Drivers
Ice Cream Truck Vendors

Fingerprinting fees include federal, state, and local fees. Before being fingerprinted, all licensing applicants must pay a statutory fingerprint fee of thirty dollars (\$30.00) with a money order or bank check payable to the "Commonwealth of Massachusetts." In addition to a signature the money order or bank check shall include the name of the applicant hand-printed in block letters. All licensing applicants must also pay a Town of Westford fingerprint fee of seventy dollars (\$70.00) with a money order or bank check payable to the "Town of Westford," or by cash. If paying by money order or bank check, in addition to a signature, the money order or bank check shall include the name of the applicant hand-printed in block letters.

Please be advised that if you are fingerprinted by the Police Department in connection with a license application, your fingerprints will be used to check your criminal history records available through the United States Federal Bureau of Investigation ("FBI").

All criminal record background checks will be conducted in conformity with applicable law and policies concerning licensing-related criminal record background checks, including the Police Department's Civil Fingerprinting policy.