



TOWN OF KILLINGLY

OFFICE OF THE TOWN MANAGER

172 Main Street

Killingly, CT 06239

Tel: 860-779-5300, ext. 7 Fax: 860 779-5382

Vendor Permit Application Instructions

Effective July 26, 2021, The State of Connecticut has changed the process to apply for a vendor permit. All vendor permit applicants must **Pre-Enroll** their information to be fingerprinted and application processed.

Please follow these guidelines to apply for your Vendor Permit through the Town of Killingly:

1. Pre-enrollment website is: <https://ct.flexcheck.us.idemia.io/CCHRSPreENROLL/>
2. Town of Killingly Service Code is **81A8-FF2F**.
3. All required fields must be completed for process to be complete.
4. Application fees for the *Criminal Background* (\$75) and *FBI* (\$13.25) will need to be paid at enrollment.
5. An email confirmation containing your **APPLICANT TRACKING NUMBER** will be sent to you. This will need to be printed and brought to your fingerprint location and as a document for your application.
6. Complete fingerprint process.

Fingerprinting can be done at State Police Barracks/Troop D-Danielson for a fee of \$15.00. They can process fingerprinting at the following hours: 7am, 3pm and 11pm. Payment will be **ACCEPTED ONLY** as *check/money order* made payable to: **Treasurer-State of CT**.

Please bring the following to the Town Manager's Office to process your application:

1. **Completed and Notarized Application**
2. Copy of your **APPLICANT TRACKING NUMBER**.
3. Signed FBI Privacy Notice
4. Bank check/money order made payable to **Town of Killingly** in the amount of \$150.00.

Your application and fingerprints will be forwarded to Dept. of Emergency Services and Public Protection. **The application process may take longer than 8 weeks.**

You will be contacted by the *Town Manager's Office* regarding the status of your application.

Visit us at: www.Killingly.org

This institution is an equal opportunity provider and employer.



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APPLICATION FOR LICENSE TO SELL OR SOLICIT

DATE: _____

LIC#: _____

PART 1

1. Name of Applicant(s): _____

Address: _____ Phone#: _____

Email: _____

2. Name of individual or organization to whom the license shall be issued (if different from above)

Address: _____ Phone#: _____

PART 2

1. Birth date of Applicant _____ Sex: _____ Height: _____

Weight: _____ Physical Build: _____ Hair Color: _____

Eye Color: _____ Identifying scars, marks, tattoos: _____

If so, describe briefly: _____

2. Applicant must provide proper identification to the Town Clerk.

Date received: _____ Type of ID (driver's license, etc.) _____

Vehicle description and plate #: _____

PART 3

1. Purpose for which applicant seeks to obtain license (type of goods, wares, merchandise, materials, food, services or contracts):

2. State whether, when, where and on what charges applicant has ever been arrested and the disposition of such charges:

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3. State whether, when, where and in what court and by whom the applicant or any present or former employer, principal or contract associated has ever sued in a civil action alleging fraud or misrepresentation in connection with or as a result of the registrant's activities in soliciting for any contract or in selling, exposing or offering for sale or soliciting orders for any articles of food or any goods, wares, merchandise, materials or service:

License Fee: \$ 150.00

Date Received: _____

PART 4

1. No person, under any circumstances may sell, barter, or carry for sale or barter or expose any food, goods, wares or merchandise either on foot or from any vehicle or solicit contributions for any charitable or religious cause before the hour of 8:00 AM or after 9:00 PM.
2. Any violations of this ordinance or any false statement or misrepresentations on this application shall be subject to a fine of not more than fifty dollars (\$50) for each offense and the license revoked immediately for the balance of the year.
3. This license shall expire on December 31st in the year of issuance.

Signature of Applicant

Date

Subscribed and Sworn to before me this _____ day of _____, 20_____.

Notary Signature/Stamp

Signature of Town Manager

Date

Requesting Entity: Town of Killingly, CT

FBI 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.

As of 03/30/2018

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

| | |
|-----------|------|
| SIGNATURE | DATE |
|-----------|------|

This document must be retained by the Entity.

Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: Town of Killingly, CT

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. **All notices must be provided to you in writing.** ¹ 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), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. ²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 FBI criminal history record.
- 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> and <https://www.edo.cjis.gov>.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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.³

Updated 11/6/2019

If you need additional information or assistance, please contact:

Connecticut Records:
Department of Emergency Services and Public Protection State
Police Bureau of Identification (SPBI)
1111 Country Club Road
Middletown, CT 06457
860-685-8480

Out-of-State Records:
Agency of Record
OR
FBI CJIS Division-Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

SIGNATURE

DATE

This document must be retained by the Entity.

¹ Written notification includes electronic notification, but excludes oral notification.

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

³ 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).