



Town of Reading

APPLICATION FOR LICENSE

(Taxi, Livery and Limo Service)

License

Renewal

Reading, MA 01867

(name and street address of Business)

Business Owner _____
(name and mailing address)

(phone number)

(email address)

Full name of person making application (attach a copy of driver's license for each driver):

Vehicle Make, Model and VIN# _____

<u>License(s) Requested (check each one that applies)</u>	<u>Fee:</u>	<u>Total</u>
<u>A separate application is needed for each driver and vehicle</u>		
Taxi <input type="checkbox"/> Livery <input type="checkbox"/> Limo <input type="checkbox"/>	\$50 each vehicle	\$ _____
	\$50 each driver	\$ _____
	Total	\$ _____

Application is made to the Town of Reading Licensing Authority in accordance with their Rules and Regulations made under authority of applicable statutes.

X _____
Signature of Applicant

Date

I the undersigned certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State tax returns and paid all State taxes required by law.

X _____
Signature of individual

OR X _____
Signature of Corporate Officer

Social Security # or Federal Identification Number (whichever is applicable)

This license will not be issued unless this certification clause is signed by the applicant. Your social security number or FID number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C, s. 49

- ◆ The location of the repair facility will be specifically stated.
- ◆ There will be no pennants, banners, windshield signs or other information other than the principal sign unless required by law. The Board may require pricing and other consumer information to be attached to the vehicle in a manner so as not to detract from the general appearance of the site.

Adopted 12-13-94, Revised 5-25-04

Section 3.5 - Issuance of Taxi and Vehicle for Hire Licenses

This Section shall be known as the "Town of Reading Rules and Orders for the Regulation of Carriages and Vehicles Used in the Town of Reading, promulgated pursuant to G.L.C. 40, Sec. 22".

3.5.1 - Applicability of Rules and Orders

Vehicles for hire including taxicabs and liveries (hereinafter referred to as "vehicles") operating or caused to be operated by non-governmental entities for the transportation of persons from place to place within the Town, or from a point in the Town to another location outside the Town, other than over regular routes or between fixed termini, shall be subject to these rules and orders to the extent provided below.

3.5.1.2 - Definition of Livery

Livery shall mean a private vehicle licensed as such, including but not limited to, limousines which are used for pre-arranged trips for particular occasions such as weddings, funerals, celebrations or school transportation.

3.5.2 - License

3.5.2.1 - License Required

No vehicle shall be driven, operated or caused to be operated as a vehicle for hire without a license first having been obtained for that vehicle from the Board of Selectmen. Each vehicle shall require a separate license.

3.5.2.2 - Application

Applications for a license shall be made in writing to the Board of Selectmen and shall provide the following information:

1. The name and address of the applicant, if an individual; or if a corporation, the name, date of incorporation, address of its principal place of business and the name and address of its officers; or if a partnership, association or unincorporated company, the names and addresses of the partners or associates and the address of its principal place of business.
2. The intended place of business within the Town of Reading.
3. The name of the manager or principal representative.
4. Proposed hours of operation, description of proposed vehicle including the make, model, Vehicle Identification Number and age of the vehicle.

3.5.2.3 - Review by Chief of Police

No license shall be granted by the Board of Selectmen until the application has been reviewed by the Chief of Police. Ten (10) working days to be allowed for such review. As a condition of issuance and retention of the license, the owner and all employees of the licenses shall make available to the Police Chief or his designees, the manifest used by the taxi company. "Manifest" means a daily record prepared by a taxicab driver of all trips made by said driver showing time and place of origin, destination, number of passengers, and the amount of fare of each trip.

3.5.2.4 - Grant or Denial

The Board of Selectmen may upon receipt of an application, issue a license under such terms and conditions as they deem appropriate and in the public interest. The Board, in determining whether to issue a license, may consider the public demand or the proposed service, the effect of the proposed service upon relevant traffic and safety conditions, the character and financial responsibility of the applicant the condition of the proposed vehicle(s), and any and all other relevant facts or circumstances.

3.5.2.5 - Term and Fee

Any license issued hereunder shall expire on the last day of December next ensuing, unless sooner revoked or surrendered. Any licensee who permanently ceases to operate the vehicle for which a license was issued shall forthwith surrender the license to the Board of Selectmen. The fee for each license issued shall be fifty dollars (\$50.00) per license. This fee shall not be prorated.

3.5.2.6 - Notification as to Vehicle

If issued a license, the licensee shall, prior to the operation of the vehicle as a vehicle for hire, provide the following information, in writing, to the Board of Selectmen:

1. The make, model, Vehicle Identification Number and age of the vehicle.
2. A copy of the vehicle's certificate of registration with the Registrar of Motor Vehicles.
3. A copy of the certificate of insurance coverage page for the vehicle.

3.5.2.7 - Insurance

A vehicle issued a license hereunder shall be insured. Coverage for "Bodily Injury to Others" shall be no less than \$100,000 per person/\$300,000 per accident.

3.5.2.8 - Liability

The licensee is at all times responsible for his vehicle and shall be liable for all penalties and/or damage resulting from his operation of the vehicle or the operation of the vehicle by an employee or agent.

3.5.2.9 - Suspension or Revocation

The Board of Selectmen may suspend or revoke a license issued under the provisions of this article for good cause. Before suspension or revocation of a license, the licensee shall be entitled to a hearing thereon before the Board of Selectmen. Written notice of the hearing shall

be forwarded to the licensee at least seven (7) calendar days prior to the date of the hearing. Such notification shall state the grounds of complaint and the date, time and place of the hearing. The Town Manager may temporarily suspend a license without a hearing for a period of no greater than ten (10) days or until a hearing is held, whichever is sooner, if there is sufficient evidence to indicate that the public safety would be endangered by continued operation of the vehicle.

3.5.2.10 - Assignment or Transfer Prohibited

No license shall be assigned or transferred.

3.5.3 - Permit

3.5.3.1 - Required

No person shall operate a vehicle, and no licensee shall employ or allow a person to operate a vehicle, unless the operator first obtains a permit from the Board of Selectmen.

3.5.3.2 - Minors

No permit shall be issued to a person under eighteen (18) years of age.

3.5.3.3 - Application

Applications for a permit shall be made, in writing, to the Board of Selectmen and shall provide the following information:

1. Full name and address.
2. Copy of a valid operator's license issued by the Registrar of Motor Vehicles.
3. All previous experience operating a vehicle for hire.
4. Convictions or pleas of guilty to a criminal offense, except as outlined below. If any, state the offense(s), court(s) in which convicted or guilty plea occurred and when the conviction(s) or plea(s) occurred. The following criminal information is not and shall not be requested, examined or considered by the Board of Selectmen:
 - ◆ Arrests, detentions or dispositions in which no conviction or guilty plea resulted;
 - ◆ Convictions which have been reversed or vacated but not pardoned;
 - ◆ Misdemeanor convictions or guilty pleas when the date of conviction or plea was greater than ten (10) years prior to the date of application for the permit;
 - ◆ Traffic violations for which there was a finding of responsibility for a period of two (2) years prior to the date of application for the permit or for such period of time as the Board of Selectmen shall request.

Failure to give accurate and complete information as required above may be grounds for denial, suspension or revocation of a permit.

3.5.3.4 - Review by Chief of Police

No permit shall be issued by the Board of Selectmen until the application has been reviewed by the Chief of Police or his designee. Ten (10) working days to be allowed for such review.

3.5.3.5 - Issuance or Denial

An applicant shall be granted a permit only if the Board of Selectmen determines that granting a permit to the applicant is in the best interest of the public. Criminal convictions or pleas of guilty shall not result in an automatic denial of an application but shall be given significant consideration and weight by the Board of Selectmen, taking into account all factors including the nature and gravity of the offense, the time that has passed since the conviction or plea, and the sensitive nature of serving the public as a driver of a vehicle for hire.

3.5.3.6 - Term and Fee

Any permit granted hereunder shall expire on the last day of December next ensuing, unless sooner revoked or surrendered. A permit holder who ceases to operate vehicles shall forthwith surrender his permit to the Board of Selectmen. The fee for a permit shall be fifty dollars (\$50.00). This fee shall not be prorated.

3.5.3.7 - Picture Identification Card

A picture identification card shall be issued by the Board of Selectmen, or its designee, to each permit holder, and shall be displayed prominently in the vehicle when being driven by the permit holder.

3.5.3.8 - Liability

A permit holder is at all times responsible for the vehicle he is operating and shall be liable for all penalties and/or damage resulting from his operation of the vehicle.

3.5.3.9 - Suspension or Revocation

The Board of Selectmen may suspend or revoke a permit granted under the provisions of this article for good cause. Before suspension or revocation of a permit, the permit holder shall be entitled to a hearing thereon before the Board of Selectmen.

Notice of the hearing shall be in writing and forwarded to the permit holder at least seven (7) calendar day prior to the date of the hearing.

Such notification shall state the grounds of complaint and the date, time and place of the hearing. The Town Manager may temporarily suspend a permit until a hearing can be held in accordance with the procedures set out above, if there is sufficient evidence to indicate that the public safety would be endangered by the continued operation by the permit holder. In no event shall a temporary suspension be for a period greater than ten (10) calendar days.

3.5.4 - Operation

3.5.4.1 - Duty to Transport

A permit holder shall not unreasonably refuse to transport a passenger.

3.5.4.2 - Sharing a Ride

No permit holder shall accept a passenger when the vehicle is occupied or engaged without the consent of the passenger(s) already in the vehicle. No person shall be obliged to pay any extra fare or fee for refusing such consent. Separate fares shall not be charged to members

of the same party. A party shall be considered any number of individuals (not exceeding the passenger capacity of the taxi) with the same origin and destination.

3.5.4.3 - Taxi Stands - Parking – Standing

The Board of Selectmen may assign a taxi stand or stands to one or more taxicabs. The Board of Selectmen may also designate specific areas, streets or ways where vehicles may not park or stand. Standing and/or parking on public ways or public property of vehicles not licensed in the Town of Reading is prohibited except while waiting to return a party whose original point of hire was from outside of Reading, when operating in accordance with a Massachusetts Department of Public Utilities license, or when being used for personal (non-vehicle for hire) purposes.

3.5.4.4 - Maintenance of Vehicles

Every vehicle shall be kept in good condition, suitable for occupancy and mechanically fit for the safety of passengers. The interior and exterior of the vehicle shall be safe, clean and sanitary at all times.

3.5.4.5 - Inspection

The Reading Police Department or its designee shall have the right to inspect any vehicle for purposes of these regulations or as public safety requires.

3.5.4.6 - Smoking

Smoking in a vehicle is prohibited.

3.5.4.7 - Appearance of Operator

Every driver having charge of a licensed vehicle shall be suitably dressed (sleeved shirt), neat and clean in appearance.

3.5.4.8 - Display of License, Picture Identification Card and Rates of Fare

Every vehicle when in operation shall display the following cards in a suitable frame so that they are secure and immobile and plainly visible to passengers riding in the rear of the vehicle:

1. License
2. Picture identification card of driver
3. Fares (taxicabs only)

3.5.4.9 - Lettering on Taxicabs

Every taxicab operating under the authority of these rules and orders shall have the name or trade name of the licensee and the name "Town of Reading" or "Reading" painted on both sides of the taxicab in letters four inches high and one-half inch wide, painted in two conspicuous places on the taxicab.

3.5.4.10 - Copy of Regulations

Every vehicle shall, when in operation, contain a copy of these regulations, which shall be exhibited to any passenger or Police Officer on request. The licensee and permit holder shall be responsible for the implementation of this requirement.

3.5.5 - Fares

3.5.5.1 - Taxicabs

The Selectmen shall establish the rates of fare for the conveyance of passengers and baggage, and may revise such when they so determine. The rate of fare shall be governed by fare zones and shall be on file at the Office of the Town Clerk.

3.5.5.2 - Separate Fares

Separate fares shall not be charged to members of the same party.

3.5.5.3 - Senior Citizen Discount

Fares for all persons sixty (60) years of age and older shall be discounted in accordance with a schedule approved by the Board of Selectmen. When discounted rates are offered, they must be offered to all senior citizens using a taxicab pursuant to the licensing established in this policy. There shall be displayed a sign informing the passengers of the discount.

3.5.5.4 - No Fares in Excess of Established Rates

No taxicab permit holder shall demand or receive as a fare more than the fare established by the Board of Selectmen under the authority granted by these regulations.

3.5.5.5 - Livery Rates

Charges by liveries shall be subject to mutual agreement between the livery operator and the passenger(s).

3.5.6 - Information Update and Penalties

3.5.6.1 - Information Update

When any information provided in an application for a license or permit changes or is updated, the respective licensee or permit holder shall give notice thereof, in writing, to the Board of Selectmen.

3.5.6.2 - Penalties

The penalty for a violation of any of these rules and orders shall be a fine equal to the fine for a violation of Town Bylaws as set forth in Article 1.5 of the Town Bylaws. Violation of any of the rules and orders herein shall be just cause for suspension or revocation of a license and/or permit.

Adopted 7-18-89, Revised 12-13-94, Revised 5-25-04



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



CRIMINAL OFFENDER RECORD INFORMATION (CORI) PERSONAL REQUEST FORM

Use this form only for requesting your own CORI. A bank check or money order for \$25.00 must be submitted with this form. Please note: this is a multi-page request form. Incomplete request forms will not be processed. Requests must be mailed, along with the accompanying payment or indigency waiver, to the address provided above, ATTN: CORI Unit.

Request Type Details

*Are you applying for an indigency waiver? Yes No

If you are applying for an indigency waiver, please go to www.mass.gov/courts/formsandguidelines/aff_indigency.pdf to download the waiver form. You must submit the waiver with the completed application.

If you require a certified copy of your CORI, please check this box.

Requestor Details

Please complete this section using your information. A red asterisk (*) denotes a required field.

*First Name

*Last Name

Middle Initial

Suffix

*Date of Birth

*Last 6 digits of Social Security number

I do not have a Social Security number

*Mailing Address

Street 1

Street 2
(Apt, Suite,
Bldg)

City/Town

State

Zip

Phone

Ext.

Email

Personal CORI Request Authorization

I hereby swear, under the penalties of perjury, that the information I have provided above is true to the best of my knowledge and belief.

Signature of individual named in criminal record

Date

Authentication of Signature By Notary Public or Correctional Facility

On this ____ day of _____, 20__, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Notary Public

Correctional Facility Official (give rank and title)

My Commission Expires

Correctional Facility Address and Phone

Terms and Conditions

By using this form, the Requestor agrees to be bound by these terms and conditions and any and all other guidelines, disclaimers, rules, and privacy statements within this agreement, collectively referred to as "Terms and Conditions." All Terms and Conditions contained herein apply only to obtaining information from the DCJIS.

(1) As referenced in these terms and conditions, the terms below shall have the following meanings:

- (a) CRA: Consumer Reporting Agency.
- (b) CRRB: The Criminal Records Review Board.
- (c) CORI: Criminal Offender Record Information.
- (d) DCJIS: The Massachusetts Department of Criminal Justice Information Services.
- (e) iCORI application: The internet-based system used to request and obtain CORI and self audits, whether by electronic request or request submitted using a paper form.
- (f) Requestor: A registered user of the iCORI system and any additional authorized users for the requestor's account. Requestor, as used in these terms, includes Consumer Reporting Agency requestors. Requestor, as used in these terms, also includes any individual who requests or obtains CORI or a self audit report from DCJIS using a paper form.

(2) Obtaining CORI from DCJIS using this form is subject to Massachusetts General Law as well as to Federal law, including, but not limited to, M.G.L. c.6, §§ 167-178B (the CORI Law); M.G.L. c. 66, § 10 (the Public Records Law)), and any current or future laws applicable to the use of personal information. Sanctions for violations of these laws include both civil and criminal penalties.

(3) An individual or entity who knowingly requests, obtains, or attempts to obtain CORI or a self-audit from the DCJIS under false pretenses, or who knowingly communicates, or attempts to communicate, CORI to any individual or entity except in accordance with CORI law, or who knowingly falsifies CORI or any records relating thereto, or who requests or requires a person to provide a copy of his or her CORI except as authorized under M.G.L. c. 6, § 172, shall, for each offense, be punished by imprisonment in a jail or house of correction for not more than one year or by a fine of not more than \$5,000.00. In the case of an entity that is not a natural person, the amount of the fine may not be more than \$50,000.00. In the case of such a violation involving juvenile delinquency records, an individual or entity shall, for each offense, be punished by imprisonment in a jail or house of correction for not more than one year or by a fine of not more than \$7,500.00. In the case of an entity that is not a natural person, the amount of the fine may not be more than \$75,000.00.

(4) The DCJIS makes every effort to ensure the accuracy and completeness of the information it provides. Neither the DCJIS nor the CRRB shall be liable in any civil or criminal action by reason of any CORI or self-audit report that is disseminated by the DCJIS or the CRRB, including any information that is false, inaccurate, or incorrect, because it was erroneously entered by the court or the Office of the Commissioner of Probation.

(5) Requestors are responsible for providing accurate information for the subject requested. In addition, it is the requestor's responsibility to compare the CORI or self-audit results received from the DCJIS to the subject's personal identifying information to ensure that results match this information. The DCJIS is not liable for any errors or omissions in the CORI results based on a requestor's submission of inaccurate, incorrect, or incomplete subject information.

(6) Each requestor who submits 5 or more background checks annually must have a written CORI policy. Each requestor is responsible for adopting its own CORI policy. The DCJIS publishes a model CORI policy on its web site that may be adopted for use by requestors. If this requirement applies to a requestor, the requestor agrees that, at the time of submission of a CORI request, it has adopted a CORI policy.

(7) The requestor agrees that he/she has reviewed and understands all training materials regarding the CORI process and CORI requirements available from the DCJIS on its web site, mass.gov/cjis. The requestor also agrees that he/she understands that reviewing and understanding the DCJIS training materials before submitting CORI requests is a requirement of obtaining CORI from DCJIS. Requestors are solely responsible for reviewing and understanding the training materials provided by the DCJIS.

(8) Requestors who seek to receive standard or required CORI for employment, housing, licensing, or volunteer purposes must ensure that the following are completed prior to submitting a CORI request:

(a) a CORI Acknowledgement Form has been completed for each subject to be checked;

(b) the identity of each subject has been verified;

(c) each subject has signed the CORI Acknowledgement Form;

(d) each CORI Acknowledgement Form has been signed and dated by the requestor certifying that the subject was properly identified; and

(e) the requestor is in compliance with all applicable laws and regulations.

(9) All requestors, including those that request CORI through a CRA, must comply with 803 C.M.R. 2.00 and, if applicable, 803 C.M.R. 5.00. In addition, CRAs are also responsible for ensuring compliance with the Fair Credit Reporting Act and with DCJIS regulation 803 CMR 11.00

(10) A requestor that uses CORI to commit a crime against, or to harass, another individual may be subject to the criminal penalties set forth in M.G.L. c. 6, §178 ½, including imprisonment in a jail or house of correction for not more than one year and a fine of not more than \$5,000.00. The DCJIS and the CRRB disclaim any liability for the improper use or dissemination of information obtained through the DCJIS or the CRRB.

(11) Requestors are subject to audit at any time by the DCJIS and may be asked to produce documentation to demonstrate compliance with these provisions and with DCJIS regulations (803 CMR 2.00-11.00 et seq.).

(12) No information obtained from the DCJIS regarding use of CORI or the iCORI system shall be construed as legal advice.

(13) The DCJIS reserves the right to alter, amend, or discontinue any condition of obtaining CORI from the DCJIS. Any such changes will appear on the DCJIS web site in advance. The user is subject to the terms of use in effect at the time of his/her agreement. The DCJIS and the CRRB shall not be liable for any damages associated with use of this site.

(14) These Terms and Conditions are governed by, and construed in accordance with, the laws of the Commonwealth of Massachusetts and the laws of the United States, without giving effect to any principles of conflicts of law. If any provision of these Terms and Conditions is judicially determined to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from these Terms and Conditions and shall not affect the validity and enforceability of the remaining provisions.

By submitting a request for CORI to the DCJIS, I affirm that I have read and understand these Terms and Conditions.

Further, I understand and agree to, and am bound by, these Terms and Conditions as well as by M.G.L. c. 6, §§ 167-178B, inclusive, and 803 CMR 2.00-11.00, inclusive.