



TOWN OF IPSWICH

IPSWICH, MASSACHUSETTS 01938

Pamela Z. Carakatsane, CMMC/CMC
Town Clerk

25 Green Street
(978) 356-6600

ANTIQUES LICENSES & OLD METALS

NEW LICENSES - REQUIRED DOCUMENTATION:

1. Application Form
2. Fee in the amount of \$ 30.00
3. REAP Form (Revenue Enforcement and Protection Attestation Form)
4. CORI
5. Worker's Compensation Insurance Affidavit
6. Worker's Compensation Policy Declaration Page
7. Government Issued Photo ID
8. Incomplete applications will not be accepted

RENEWAL LICENSES - REQUIRED DOCUMENTATION:

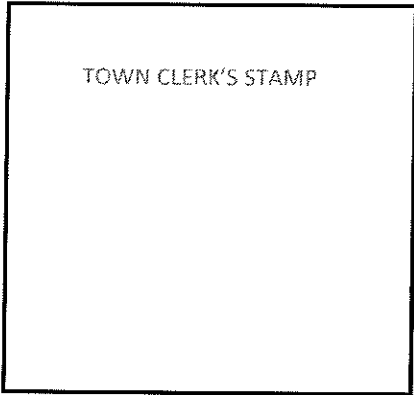
1. Application Form
2. Fee in the amount of \$ 30.00
3. REAP Form (Revenue Enforcement and Protection Attestation Form)
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7. Incomplete applications will not be accepted



TOWN OF IPSWICH

ANTIQUES & OLD METALS
LICENSE APPLICATION/RENEWAL

(MGL Ch140 § 54, Ch 62C § 49A, Ch 152 § 25C(6),
& Town By-Law Chapter XV § 18)



TOWN CLERK'S STAMP

***** ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED *****

NEW

RENEWAL

REQUIRED DOCUMENTATION

Fee - \$ 30.00

REAP Form

CORI (new licenses only)

Workers' Compensation
Insurance Affidavit

Worker's Compensation
Policy Declaration Page

Government Issued Photo ID

PLEASE PRINT:

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone: _____

Business Name: _____

Business Address: _____

Federal Tax Id or Social Security Number: _____

I HEREBY SWEAR (AFFIRM) UNDER THE PAINS AND PENALTIES OF PURJURY THAT I AM THE PERSON NAMED ABOVE AND THAT THE INFORMATION PROVIDED BY ME IN THIS DOCUMENT IS TRUE.

Applicant's Signature _____

Date _____

NEW APPLICATIONS

PLEASE OBTAIN RECOMMENDATION PRIOR TO SUBMITTING APPLICATION TO THE TOWN CLERK'S OFFICE

Police Chief: _____

Date _____

Recommend

Do Not Recommend



IPSWICH
POLICE DEPARTMENT

15 Elm Street
 IPSWICH, MASSACHUSETTS 01938

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
 ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
 SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

The Town of Ipswich is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Town of Ipswich to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Town of Ipswich with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Town of Ipswich may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Town of Ipswich must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

_____ SIGNATURE

_____ DATE

SUBJECT INFORMATION:

Last Name First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known)

Date of Birth

Place of Birth

Last Six Digits of Your Social Security Number: _____

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Maiden Name

Father's Full Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government issued identification:

VERIFIED BY: _____

Name of Verifying Employee (Please Print)

Signature of Verifying Employee

MASSACHUSETTS DEPARTMENT OF REVENUE

REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION

I 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 under law.

*Signature of Individual or Corporate Name (Mandatory)

By: Corporate Officer (Mandatory, if applicable)

** Social Security # or Federal Identification Number

* This license will not be issued unless this certification clause is signed by the applicant.

** Your Social Security 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 Massachusetts General Law, Chapter 62C, § 49A.



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 600 Washington Street
 Boston, MA 02111
 www.mass.gov/dia



Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am an employer with _____ employees (full and/ or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents

Office of Investigations

600 Washington Street
Boston, MA 02111

Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE

Fax # 617-727-7749

www.mass.gov/dia

CHAPTER XIV

OCCUPATIONAL LICENSES

Section 1. Vehicles Used for Hire to Transport Passengers or Freight

- (a) Except as otherwise provided by law, the Board of Selectmen may grant licenses to owners of vehicles upon such rules and regulations as said Board may deem proper, not inconsistent with these By-Laws, to use such vehicles for the conveyance of persons or property for hire, and may designate stands and locations upon the streets of the Town where such vehicles may stand or wait for employment.
(1937: c. XV, s. 1)
- (b) Every such license shall be granted to expire on the first day of May next ensuing after the date of its issue, and it may be revoked at any time for cause satisfactory to said Board. Each license may cover one or more vehicles belonging to the same owner, shall bear upon its face the date of its issue, the date of its expiration, the name and address of the owner of the vehicle or vehicles to whom the license is issued, and a description of each vehicle so licensed sufficient for its identification. A separate number shall be designated for each vehicle so licensed and the owner shall, before using such vehicle for hire, have such number plainly marked upon each side thereof, excepting only in case of motor vehicles duly registered under the laws of this Commonwealth, and in such cases the license issued hereunder shall contain the registration number of such motor vehicle.
(1937; c. XV, s. 2)
- (c) Fees for the issuance of such licenses shall be in accordance with a schedule of fees to be established from time to time by order of the Board of Selectmen, after a hearing held in accordance with Chapter IV, Section 6, of these By-Laws.
(Replaces 1937: c. XV, s. 2 [in part])
- (d) No license shall be transferred by the holder thereof to another except with the approval of the Board of Selectmen endorsed on the license.
(1937: c. XV, s. 3)
- (e) No person shall hold himself out as the owner, driver, or operator of any vehicle used for the purposes mentioned in this section, unless the said vehicle is duly licensed as provided herein.
(1937: c. XV, s. 3)

Section 2. Persons Dealing In Second Hand Articles

- (a) "No person shall carry on a business as a collector of, dealer in, or keeper of a shop for the purchase, sale, or barter of junk, old metals, currency, coins, gold, silver, other precious and semi-precious metals, precious and semi-precious stones, jewelry, musical instruments, electronics, tools, paintings, rugs, art objects or antiques without first obtaining from the Board of Selectmen license therefor, which shall be renewable annually and shall be subject to such rules, regulations, or conditions as the Board may deem suitable and proper, consistent with the application provisions of the General Laws.

(1937: c. XVI, ss. 1,6; amended 1973, amended STM October 15, 2013; approved by Attorney General January 13, 2014)

- (b) "Every keeper of a shop and every dealer licensed, who operates within their licensed premises, under this section shall:
1. Keep a permanent record log in the English language detailing the date of transaction, name of customer, telephone number of customer, name of shop, description of items including make, model number, serial number, color, size, markings/engravings, and amount paid/loaned to customer.
 2. Require the person selling such articles to provide one form of photo identification issued by a government agency. A photocopy of such identification shall be made and maintained with said log as part the shop keeper's records.
 3. Make and maintain a photograph of all items purchased and keep said photograph with said log as part of the shopkeeper's records.
 4. Digital photos of all purchased or pawned items, of a quality acceptable to the Police Department*, shall be accompanied by a form prescribed by the Police Department describing items in said photos and shall also contain an image of the government issued identification used in the transaction. *Acceptable quality: photos must be in focus, item must be identifiable, photo size no smaller than 6"x 4" (432 pixels x 324 pixels; file size 32 kilobytes) and no larger than 11" x 7" (792 pixels x 527 pixels; file size 130 kilobytes), and a scale must be included in the photograph.
 5. Submit to the Police Department on a weekly basis a spreadsheet prescribed by and available from the Police Department. Spreadsheet to include date of transaction, name of customer, telephone number of customer, name of shop, description of items including make, model number, serial number, color, size markings/engravings, amount paid/loaned to customer.
- (c) No keeper of a shop or dealer licensed under this section shall directly or indirectly purchase or receive by way of barter or exchange such goods, or allow such goods to be deposited upon or within his premises, shop or vehicle, by any minor, knowing or having reason to believe him/her to be such.
- (d) No such item purchased or received, by any dealer or keeper of a shop licensed under this section, shall be removed from the Town of Ipswich or sold or otherwise disposed of, nor its identity changed, until at least thirty (30) days from its date of purchase has elapsed, unless written permission is obtained from the Chief of Police or his designee, who may request to observe or photo such item. All items shall be held in the condition received, for the duration of the retention period.

- (e) No keeper of a shop or dealer licensed under this section shall carry on his/her business in any other place than that designated in his/her license, unless consent to said removal is granted by the Board of Selectmen.
- (f) No keeper of a shop or dealer licensed under this section shall use a vehicle or receptacle for the collection of merchandise, second hand items, or other materials unless said vehicle and receptacle is licensed with the board of Selectmen. Every such vehicle and receptacle shall bear conspicuously the owner's name and the license number on the outside, and on each side. Said vehicles and receptacles shall be open for inspection at all times by the Chief of Police or any police officer for the Town of Ipswich or any other individual authorized by law to make such inspections.
- (g) The shop and all items of merchandise referred to in this article, and any place, vehicle or receptacle used for the collection or keeping of such items may be examined at all times by the Chief of Police, or any police officer for the Town of Ipswich or by any person authorized by the Chief of Police to make such examinations.
- (h) It shall be the duty of the Town Clerk to maintain a list of dealers and shop owners licensed under this section, and of the places where the business is carried on.
- (i) Every keeper of a shop and dealer licensed under this section shall display his/her license in a conspicuous place in his/her place of business.
- (j) Failure to comply with any requirements of this by-law section shall result in a fine of one- hundred (\$100.00) dollars for a first offense, a fine of two-hundred (\$200.00) dollars for a second offense and a fine of three-hundred (\$300.00) for any third and subsequent offense.
- (k) Nothing in this section shall abrogate the right of the Board of Selectmen to revoke any license issued under this ARTICLE XIV, at their pleasure, in accordance with section 2 and Massachusetts General Laws CH. 140 s.54; s.55; s.202 and s.205.

(1937: c. XVI, s. 10; amended 1973; amended at STM October 15, 2013, approved by Attorney General January 13, 2014)