



325 Main Street
Oxford, MA 01540
Phone (508) 987-6038 ext. 6
Fax (508) 987-3706
bos@oxfordma.us

Class I & II License Directions

1. **The applicant must write a "letter of intent" to the Zoning Enforcement Officer asking for approval. The letter must state the location of the intended business and the planned use of the license. The letter of intent may be mailed to Building Inspector, 325 Main Street, Oxford, MA 01540 or emailed to building@oxfordma.us. If it is an existing business, being considered for transfer, this step may be skipped.**
2. **The applicant must schedule a time with the Building Department to meet with the Technical Review Committee.**
3. The applicant must complete and return an application packet (Checklist included) to the Selectmen's Office containing:
 - a. An Application form
 - b. Workers Compensation Affidavit (**Required even if you have insurance**)
 - c. Certificate of Insurance naming the Town of Oxford as Additional Insured
 - d. No Taxes Due Form
 - e. Site Plan of the business drawn to scale
 - f. Letter of Intent to the Zoning Enforcement Officer
 - g. A completed CORI Form and Authorization
 - h. Copy of bond (required only for Class II Licensees)
 - i. Photocopy of Driver's License
4. Once the Selectmen's Office has received a completed application packet and approval from the Technical Review Committee, the application can be scheduled as part of an upcoming Board of Selectmen's Meeting for final deliberation.
5. If approved by the Selectmen, the applicant must pay the License Fee of \$100.00 to obtain the license from the Selectmen's Office. Licenses are renewed annually for \$100.00.
6. Additionally, if approved, the applicant must obtain a Business Certificate from the Town Clerk's Office (instructions/application attached).



TOWN OF OXFORD BOARD OF SELECTMEN

Dennis E. Lamarche, Chairman

325 Main Street

Oxford, MA 01540

Phone (508) 987-6038 ext. 6

Fax (508) 987-3706

bos@oxfordma.us

PAPERWORK CHECKLIST FOR NEW APPLICATION - CLASS II LICENSE

- _____ **Application for a License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof.** Please return signed and dated.
- _____ **\$25,000 Bond.** Provide a copy of a current \$25,000 secondhand motor vehicle bond: the municipal licensing authority noted as: Town of Oxford 325 Main Street, Oxford, MA 0154
- _____ **Revenue Enforcement and Protection (REAP) Attestation.** Return signed and dated.
- _____ **Workers' Compensation Certificate of Insurance** per M.G.L. c.152, §25A. Provide an up-to date copy.
- _____ **State Workers' Compensation Insurance Affidavit.** Even if your establishment does not require Workers' Compensation this must be completed and returned (blank copy enclosed in your packet).
- _____ **Building Department Inspection Certification.** Please contact The Building Inspector at 508-987-6030 Option 4 to schedule an inspection of your premises.
- _____ **Repair Facility Association.** Per M.G.L. c.90, §7N1/4. Supply the name, address, and telephone number of facility that will do repairs. _____
- _____ Provide a copy of the current lease agreement if property is owned by someone other than the applicant.
- _____ Site Plan of the business drawn to scale.
- _____ **Business Certificate.** Complete the enclosed application and return to the Town Clerk's Office with payment if you do not have a Business Certificate. If your Certificate has expired, please see the Town Clerk's Office. *If not expired, Date Current Certificate Expires:*
- _____ **Emergency Contact Information.** Verify contact names and phone numbers, hours of operation and whether or not the premises is alarmed.
- _____ **Certificate of No Taxes Due.** Complete the top one-third of the Form only.
- _____ **Check** made payable to the Town of Oxford for \$100.00.

Signature of Applicant

Date

Return this signed checklist and all paperwork to the Town Hall.



**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF OXFORD**

**APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE
OR ASSEMBLE SECOND HAND MOTOR VEHICLES
OR PARTS THEREOF**

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a class ____ license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? _____

Business address of concern. _____
_____. City X Town
2. Is the above concern an individual, co-partnership, an association or conception? _____

3. If an individual, state full name and residential address.

4. If a co-partnership, state full names and residential addresses composing it.

5. If an association or a corporation, state full names and residential addresses of the principal officers.
President _____
Secretary _____
Treasurer _____
6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? _____
If so, is your principal business the sale of new motor vehicles? _____
Is your principal business the buying and selling of second hand motor vehicles? _____
Is your principal business that of a motor vehicle junk dealer? _____

7. Give a complete description of all the premises to be used for the purpose of carrying on the business

8. Are you a recognized agent of a motor vehicle manufacturer? _____

If so, state name of manufacturer? _____

9. Do you have a signed contract as required by Section 58, Class I? _____

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? _____

If so, in what city/town? _____

Did you receive a license? _____ For what year? _____

11. Has any license issued to you in Massachusetts or any other state to deal in motor Vehicles or parts thereof ever been suspended or revoked? _____

Explanation: _____

Sign your name in full: _____

(Only Authorized to represent the concern herein mentioned)

Residence: _____

Soc. Sec. or Federal I.D. #: _____

Telephone #: _____

IMPORTANT

EVERY QUESTION MUST BE ANSWERED
WITH FULL INFORMATION, AND FALSE
STATEMENTS HEREIN MAY RESULT IN THE
REJECTION OF YOUR APPLICATION OR
THE SUBSEQUENT REVOCATION OF YOUR
LICENSE IF ISSUED

Note: If the applicant has not held a license in the year prior to this application, he must file
A duplicate of the application with the registrar.



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
Lafayette City Center
2 Avenue de Lafayette, Boston, MA 02111-1750
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 § 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 (check 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

Lafayette City Center

2 Avenue de Lafayette,

Boston, MA 02111-1750

Tel. (857) 321-7406 or 1-877-MASSAFE

Fax (617) 727-7749

www.mass.gov/dia



**Town of Oxford
Tax Certification Clause**

Date of Application:_____

Oxford Board of Selectmen/Licensing Authority

Pursuant to Mass. General Laws, Chapter 62C, Sections 49A, I/we hereby certify, under the penalties of perjury, that I/we, to the best to my knowledge and belief, have files all state tax returns and paid all state and local taxes required under law.

Business or Corporate Name:_____

D/B/A if any:_____

**Signature of individual or
Corporate Officer (Mandatory):**_____

Print Name:_____

Business Address (Number & Street):_____

City, State, Zip Code:_____

Federal Identification Number:_____

Home Address of the Applicant:_____

Cell Phone Number:_____

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

Your federal identification number will be furnished to the Mass. Department of Revenue to determine whether you have met tax filling and tax payment obligations. Licensees who fail to correct their non-filings or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. General Laws, Chapter 62, Section 49A.



TOWN OF OXFORD

BOARD OF SELECTMEN

Dennis E. Lamarche, Chairman
325 Main Street
Oxford, MA 01540
Phone (508) 987-6038 ext. 6
Fax (508) 987-3706
bos@oxfordma.us

EMERGENCY BUSINESS CONTACT FORM

The information you provide will enable the Town of Oxford and Public Safety Departments to contact you or a representative of your business should a problem occur. Please complete this Form as accurately as possible. Thank you.

IT IS IMPORTANT THAT YOU NOTIFY THE BOARD OF SELECTMEN'S OFFICE OF ANY CHANGES TO THIS INFORMATION.

TODAY'S DATE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

Order of persons in which to be contacted in the event of an emergency:

Contact Name	Address	Phone 1	Phone 2
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

After normal business hours does your business have:

Alarms ____ Lights ____ Security ____ Guard Dog ____

Does your business contain any materials or have any conditions that could be hazardous to Police or Fire Department personnel who may enter? If so, please explain: _____



TO THE APPLICANT:

Please furnish the following information and return to the appropriate board, office, department, commission or division of the Town of Oxford (pursuant to Chapter 53, Section 1 through 5, General By-Laws, Town of Oxford):

APPLICANT or
PRINCIPLE OF ORGANIZATION: _____

Address: _____

PROPERTY
OWNER: _____

Address: _____

Board of Assessors:

Property Location: _____

Please list parcel owned by above applicant:

Map: _____ Parcel: _____ Date Purchased: _____

Assessor's Office Date

Tax Collector:

Tax Status: _____

Real Estate: _____

Personal Property Tax: _____

Treasurer/Collector's Office Date



TOWN OF OXFORD

Town Clerk

325 Main Street, Oxford, MA 01540

Phone (508) 987-6032 ext. 1

TownClerkOffice@oxfordma.us

BUSINESS CERTIFICATE

Also known as d/b/a Certificate or Fictitious Name

Who needs one?

Anyone wishing to open a business in Oxford, including a home profession, needs to file a business certificate with the Town. A corporation would need to file with the Secretary of State; however, many banks still require a business certificate in order to open an account. Tax ID numbers may be obtained through the Mass. Department of Revenue. You may visit their website at: <http://www.mass.gov/dor>

What is the procedure for obtaining a business certificate?

1. The first step is to determine if the property is zoned properly for the type of business you plan to open. To achieve this, submit a letter to the Building/Zoning Department stating the name(s) and residential address of the owner(s) of the business, and the name and address of the business. Address the letter to Building Department, 325 Main Street, Oxford, MA 01540. We suggest that you provide a telephone number in case there are any questions. Indicate in the letter that you are seeking zoning approval for a business certificate, the type of business you plan to conduct and what it entails, the number of employees (if any), parking issues relative to customers and employees and the hours of operation. Your letter can be mailed, dropped in our drop box or emailed to: Landmanagement@oxfordma.us A few days after the letter is submitted, you may wish to call the Building Department at 508-987-6045 - Option 4 to see if the letter has been approved or if further action will be needed.
2. Once you receive zoning approval, please come to the Town Clerk's office with the letter of approval and a picture ID. At that time, you will also be required to complete a form, which will need to be signed by the Assessor's Office and the Collector's Office, verifying that there are no outstanding taxes on the property.
3. The fee to file a Business Certificate is \$30.00 plus \$10.00 for each certified copy you need for your records. We accept payment by cash, check or money order. The Business Certificate is valid for four years from the date of issue. However, any change to the face of the Business Certificate (discontinuing the business, adding or removing a partner, or changing the name) will require you to file an amendment. The fee for an amendment is \$20.00 plus \$10.00 for each certified copy you need. A change of location will require new zoning approval and all of the steps listed above. Renewal at the end of four years is the responsibility of the business owner(s).
4. The Town Hall is closed to the public during the pandemic. Once you are approved by the Zoning Enforcement Officer, please call our office at the number above to make an appointment. Monday - Thursday during the hours of 9am - 2pm.



The Commonwealth of Massachusetts
Town of Oxford

BUSINESS CERTIFICATE

Filing Date: _____

Expires on: _____

Renewal: YES ☐ NO ☐

Complete this form at the Town Clerk's office or in front of a notary public.

In conformity with M.G.L Ch. 110, § 5, the undersigned declare(s) that a business under the title of:

Name of Business: _____

Corporate Name: _____ is conducted at

Oxford Address: _____, accepting mail at

Mailing Address (if different): _____

Email Address: _____

Phone # _____

Type of Business: _____

Sign ONLY in the presence of a Notary Public or the Town Clerk.

Signed under the penalties of perjury.

*** If a corporate officer, include the title of the signing officer.**

Owner(s) Full Name *	Residential Address	Signature

State: _____ Date: _____

Personally appeared before me the above-named _____,
proved through satisfactory evidence of identification, which was _____, to
be the person(s) whose name(s) is/are signed on the preceding document, and who swore or affirmed to me that the contents
of the document are truthful and accurate to the best of their knowledge and belief.

Notary Public: _____

(Town Seal)

(Notary Seal)

Town Clerk

Notary expires: _____

This certificate is valid for four years from the date of issue and MUST be renewed every four years as long as the business remains active.



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



This form is not to be faxed. Please return form to organization.

**Criminal Offender Record Information (CORI)
Acknowledgement Form**

To be used by organizations conducting CORI checks for employment or licensing purposes.

_____ is registered under the
(Organization)
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, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to

(Organization)
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 _____
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that _____ may conduct
(Organization)
subsequent CORI checks within one year of the date this Form was signed by me.

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

Signature of CORI Subject

Date



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



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: ____ -- ____ ☐ No Social Security Number

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

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

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

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

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date

Terms and Conditions

By submitting a request for CORI 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 Record Review Board
 - c. CORI: Criminal Offender Record Information
 - d. DCJIS: The Massachusetts Department of Criminal Justice Information Services
 - e. iCORI service: The internet-based service used to request and obtain CORI and self audits.
 - f. Requestor: A registered user of the iCORI service and any additional authorized users for the requestor's account. Requestor, as used in these terms, also 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 by using this form is subject to Massachusetts General Law and 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), M.G.L. c. 266, § 120F (Unauthorized use of a computer), and any current or future laws applicable to the use of computer systems or personal information. The penalties for violations of these laws include both civil and criminal penalties.
3. A requestor may only request the level of CORI access authorized by statute or the DCJIS for the type of request being submitted. A requestor who submits a CORI request using an access level higher than that authorized for the type of request being submitted will be in violation of the CORI law and DCJIS regulations and may be subject to both civil and criminal penalties.
4. 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 the CORI law and DCJIS regulations, 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 pursuant to 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.
5. Neither the DCJIS nor the CRRB shall be liable in any civil or criminal action due to 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.

6. CORI results are based on an exact match of the information provided by the requestor to information as it appears in the CORI database. 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 iCORI service to the subject's personal identifying information to ensure that the 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. Furthermore, NO REFUNDS of CORI fees will be provided because of data entry errors or other errors or omissions made by the requestor.
7. 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 website 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 any CORI request, it has adopted a CORI policy.
8. The requestor agrees that he/she has reviewed and understands all training materials regarding the CORI process and CORI requirements available from the DCJIS. Requestors are solely responsible for reviewing and understanding the training materials provided by the DCJIS.
9. Requestors who seek to receive the standard or required level of access to CORI for employment, housing, licensing, or volunteer purposes must ensure that the following are completed prior to submitting a CORI request:
 - a. Completion of a CORI Acknowledgement Form for each subject to be checked;
 - b. Verification of the identity of the subject using an acceptable form of government identification;
 - c. Obtaining the subject's signature on the CORI Acknowledgement Form;
 - d. Signing and dating the CORI Acknowledgement Form certifying that the subject was properly identified; and
 - e. Confirming that the requestor is in compliance with all applicable laws and regulations.
10. 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.
11. A requestor that uses CORI to commit a crime against, or to harass, another individual is 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 iCORI service.
12. 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.).

13. No information obtained from the iCORI service or from DCJIS personnel regarding use of the iCORI service shall be construed as legal advice.
14. The DCJIS reserves the right to alter, amend, or discontinue any feature of the iCORI service or the conditions of its use at any time. Any such changes will be announced on the iCORI service and/or the DCJIS website 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.
15. 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 determined to be unlawful, void, or for any reason unenforceable, then that provision shall be considered void. The remaining provisions shall remain valid and enforceable.
16. By submitting a request for CORI to the DCJIS, I affirm that I have read and understand these Terms and Conditions. Further, I acknowledge, 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.

Town of Oxford

Site Plan Requirements for Class I, II, III Licenses

1. Procedure

A site plan and three copies thereof shall be submitted to the Board of Selectmen. The plan shall be drawn at a scale of one inch equals fifty feet and shall show; existing and/or proposed buildings with dimensions; property lines and area of lot; adjacent public streets; location of driveways, parking, fences and landscaping; surface water drainage; advertising features, and any special features, name of adjacent property owners and zone classification of all property within 300 feet of the lot and, if appropriate, a locus plan.

2. Comment and Review

The Selectmen shall transmit a copy of said plan to the Planning Director and Technical Review Committee who will solicit comments from the appropriate boards, schedule meetings and/or hearings if necessary, and report his findings to the Selectmen.

3. Public Hearing

A public hearing may be held if, by a majority vote of the Selectmen, the nature of the site plan is judged to be such that the public should have an opportunity to be heard. However, when application is made for a Class III license, a public hearing must be held according to state statute.

4. Action by the Board of Selectmen

Within 60 days from the date of submission of the site plan the Selectmen may approve, disapprove or approve with modifications the proposed site plan. When acting to approve any site plan, the Board shall file with the Building Inspector at least one copy of the approved site plan showing the Boards' modifications, if any, so that no development shall be permitted except in conformity with the approved plan. An approved site plan shall be void if construction is not started _within one year from the date of approval by the Board. No building permit shall be issued until the site plan has been approved. The Board of Selectmen may approve the license at the time of site plan approval; however, no license will be issued until such time as all requirements are met.

5. Bonding

The Board may require the applicant to post a performance bond (s) to cover any or all site improvements. Such bond (s) shall set a time limit for completion by the applicant of all improvements stated therein. A performance bond (s) may be reduced at intervals by the Board at the request of the applicant.

6. Coordination with Existing Laws and Regulation

Site plans shall conform to the Town of Oxford Zoning By-Laws and Subdivision Regulations but additional conditions may be imposed for the ultimate approval of the plan.

7. Police Check

Applicant agrees to submit a police background check by the Board of Selectmen.

8. Restrictions

In the case of all licenses, the number of used or junk vehicles will be clearly indicated on the license and the individual parking areas must be clearly indicated on the site plan. In the case of Class I licenses, the same conditions shall apply; however, the number of new unused vehicles shall not be restricted. However, proper provisions for parking of new vehicles must be provided.

9. Approval

The Board of Selectmen reserves the right to accept or reject the applications of any persons (s). They also reserve the right to make any restrictions or conditions that they deem to be in the best interest of the Town.

10. Revocation

Each license shall contain a provision that said license shall comply with data shown on the approved plan, otherwise the license may be revoked by the Board of Selectmen.

Town of Oxford

Criteria and Standards for Class I, II, III Licenses

1. Preservation of Landscape

The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes.

2. Relation of Business to Adjacent Neighborhood

Proposed uses shall be related harmoniously to the terrain and to existing buildings in the vicinity that have a visual relationship to the proposed use.

3. Drives, Parking and Circulation

With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not detract from the design or proposed buildings and structures and the neighboring properties.

4. Surface Water Drainage

Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties, the public storm drainage systems or wetlands, In the case of Class III Licenses, all vehicles within• 100 feet of wetland shall be drained of all fluids, i.e., transmission fluid, anti-freeze, oil, etc.

5. Advertising Features

The size, location, design, color, texture, lighting and materials of all exterior signs and outdoor advertising structures or features shall not detract from the design of proposed buildings and structures and the surrounding properties.

6. Special Features

Exposed storage areas, exposed machinery installation, service areas, truck loading area, utility buildings and structures and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter** LICENSES
140**Section 58** CLASSES

Section 58. (a) Licenses granted under sections 59 and 59A shall be classified in accordance with subsections (b) to (d), inclusive.

(b) Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter applicable to holders of licenses of Class 2, except subsection (c), and to rules and regulations made under those provisions; and provided further, that such dealer maintains or demonstrates access to repair facilities sufficient to enable him to satisfy

the warranty repair obligations imposed by section 7N 1/4 of chapter 90, and shall remain liable for all warranty repairs made and other obligations imposed by said section 7N 1/4 of said chapter 90.

(c) Class 2. A person whose principal business is the buying or selling of second hand motor vehicles, a person who purchases and displays second hand motor vehicles for resale in retail transactions, and any other person who displays second hand motor vehicles not owned by him pursuant to an agreement in which he receives compensation, whether solely for displaying the vehicles, upon the sale of each vehicle, or otherwise, may be granted a used car dealer's license and shall be subject to the following conditions:

(1) The person shall obtain a bond, or equivalent proof of financial responsibility as described in paragraph (5), and continue in effect a surety bond or other equivalent proof of financial responsibility satisfactory to the municipal licensing authority in the amount of \$25,000 executed by a surety company authorized by the insurance department to transact business in the commonwealth. The bond or its equivalent shall be for the benefit of a person who purchases a vehicle from a Class 2 licensee, and who suffers loss on account of:—

(i) the dealer's default or nonpayment of valid bank drafts, including checks drawn by the dealer for the purchase of motor vehicles;

(ii) the dealer's failure to deliver, in conjunction with the sale of a motor vehicle, a valid motor vehicle title certificate free and clear of any prior owner's interests and all liens except a lien created by or expressly assumed in writing by the buyer of the vehicle;

(iii) the fact that the motor vehicle purchased from the dealer was a stolen vehicle;

- (iv) the dealer's failure to disclose the vehicle's actual mileage at the time of sale;
 - (v) the dealer's unfair and deceptive acts or practices, misrepresentations, failure to disclose material facts or failure to honor a warranty claim or arbitration order in a retail transaction; or
 - (vi) the dealer's failure to pay off a lien on a vehicle traded in as part of a transaction to purchase a vehicle when the dealer had assumed the obligation to pay off the lien.
- (2) Recovery against the bond or its equivalent may be made by any person who obtains a final judgment in a court of competent jurisdiction against the dealer for an act or omission on which the bond is conditioned if the act or omission occurred during the term of the bond. Every bond shall also provide that no suit may be maintained to enforce any liability on the bond unless brought within 1 year after the event giving rise to the cause of action.
- (3) The bond or its equivalent shall cover only those acts and omissions described in clauses (i) to (vi), inclusive, of paragraph (1). The surety on a bond shall not be liable for total claims in excess of the bond amount, regardless of the number of claims made against the bond or the number of years the bond remained in force.
- (4) A separate bond shall be required for each different name under which the dealer conducts his business and for each city or town in which the dealer has a place of business.
- (5) In lieu of the bond required by this section, the municipal licensing authority may allow the dealer to deposit collateral in the form of a certificate of deposit or irrevocable letter of credit, as authorized by the banking laws of the commonwealth, which has a face value equal to the

amount of the bond otherwise required. The collateral may be deposited with or executed through any authorized state depository designated by the commissioner. Interest on the certificate of deposit shall be payable to the dealer who has deposited it as collateral, or to a person as the dealer or the certificate may direct.

(6) A surety shall provide to the municipal licensing authority notice of cancellation of the bond within 30 days of the cancellation.

(7) Upon receipt of notification from a surety that a bond has been cancelled, the municipal licensing authority shall notify the licensee that he has 10 days to comply with the bonding requirement. If the licensee does not comply within the 10 day period, the municipal licensing authority shall revoke the Class 2 license and shall notify the registrar who shall suspend or revoke any dealer plate issued to the licensee pursuant to section 5 of chapter 90.

(8) A municipal licensing authority shall not issue or renew a Class 2 license unless it is satisfied that a bond or equivalent proof of financial responsibility meeting the requirements of this section is in effect during the term under which the license shall be issued or renewed, and that the licensee maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N1/4 of chapter 90. A used car dealer shall remain liable for all warranty repairs made and other obligations imposed by said section 7N 1/4 of said chapter 90.

(d) Class 3. A person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second

hand motor vehicles or tires, or the assembling of second hand motor vehicle parts may be granted a motor vehicle junk license.

(e) The registrar of motor vehicles, after consulting the office of consumer affairs and business regulation, shall adopt rules and regulations defining sufficient repair facilities for the purposes of subsection (b) and paragraph (8) of subsection (c).

Part I ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 140** LICENSES**Section 59** LICENSING AUTHORITIES; EXPIRATION; FEES;
APPLICATION; PREREQUISITES; PREMISES; ORDINANCE
REGULATIONS; REVOCATION; NOTICE

Section 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no event shall any such fee be greater than \$200. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant has not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable

for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for additions thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No original license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of the property abutting on the premises where such license or permit is proposed to be exercised. Except in the city of Boston, the licensing board or officer may, in its discretion, waive the annual hearing for renewal of a class 3 license. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. In each case where such license is revoked, the licensing board or officer shall forthwith notify the registrar of such revocation. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the

license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appeal, and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The parties shall have all rights of appeal as in other cases.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter** LICENSES
140**Section 59A** MOTOR VEHICLE JUNKYARDS; REQUIREMENTS

Section 59A. No license shall be granted under section fifty-nine to a person within Class 3 as defined in section fifty-eight, for a motor vehicle junkyard, unless such junkyard

(a) is to be operated and maintained entirely within a building; or

(b) is to be operated and maintained exclusively for the purpose of salvaging the value as scrap of the material collected, as opposed to reselling parts to be used for the purpose for which they were originally manufactured, and is to be located in a built-up industrial or commercial area, or contiguous to a railroad siding, or on or contiguous to docking facilities; or

(c) is:

(1) more than one thousand feet from the nearest edge of any highway on the interstate or primary system, and

(2) more than six hundred feet from any other state highway, and

(3) more than three hundred feet from any park, bathing beach, playground, school, church or cemetery and is not within ordinary view therefrom; or unless it is

(4) screened from view by natural objects or well-constructed and properly maintained fences at least six feet high acceptable to said city or town and in accordance with regulations as promulgated by the department of highways and as specified on said license.

No license shall be granted under the provisions of clause (4) of subsection (c) unless a copy of the application for such license has been forwarded by the applicant to the department of highways within three working days of the filing of said application.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 140** LICENSES**Section 62** RECORD BOOK; CONTENTS; MAINTENANCE IN AN ELECTRONIC DATA MANAGEMENT SYSTEM

Section 62. Every licensee shall keep a book on the licensed premises, in such form as shall be approved by the registrar, in which, at the time of the purchase, sale, exchange, or receipt for the purpose of sale, of any second hand motor vehicle or parts thereof, shall be legibly written in the English language an account and description of such motor vehicle or parts, with the name and address of the seller, of the purchaser, and of the alleged owner or other person from whom such motor vehicle or parts were purchased or received or to whom they were delivered, as the case may be. Such description, in the case of motor vehicles, shall also include the identifying number or numbers required by the registrar, and shall also include a statement that the identifying number or numbers have been removed, defaced, altered, changed, destroyed, obliterated or mutilated if such is the fact.

Notwithstanding the previous paragraph, a licensee licensed under sections 58 and 59 shall be in compliance with this section if the information required by the previous paragraph is recorded and maintained in the licensee's electronic data management system in a form

and format approved by the registrar; provided, however, that the registrar shall not require the licensee to engage in duplicate recording and maintenance of the information for each vehicle. The registrar may require a licensee to: (i) make readily available a printout of a specifically requested used vehicle record for a vehicle that the licensee has acquired, sold or traded; and (ii) maintain or make readily available a printout of the used vehicle record of each vehicle that: (A) is on the licensee's premises on the date of the inspection; and (B) the licensee has acquired, sold or traded during the previous 7 days.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 140** LICENSES**Section 66** ENTERING PREMISES; INVESTIGATION; EXAMINATION OF VEHICLES; PARTS, BOOKS, PAPERS AND INVENTORIES

Section 66. The colonel of state police, the attorney general or such persons as he may designate, the police commissioner in Boston, the chief of police of any other city, the selectmen of a town or any police officer authorized by any of said officials may at any time enter upon any premises used by any person licensed under section fifty-nine for the purpose of carrying on his licensed business, ascertain how he conducts the same, and examine all second hand motor vehicles or parts thereof kept or stored in or upon the premises, and all books, papers and inventories relating thereto.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 140** LICENSES**Section 67** OBSTRUCTION OF ENTRANCE OR EXAMINATION BY OFFICERS; REFUSAL TO EXHIBIT ITEMS DEMANDED

Section 67. A licensee under section fifty-nine, or a clerk, agent or other person in charge of the licensed premises, who refuses to admit thereto an officer authorized to enter the same, or who fails to exhibit to him on demand all such motor vehicles, parts thereof, and books, papers and inventories relating thereto, and any person who wilfully hinders, obstructs or prevents such officer from entering the premises or from making the examination authorized in the preceding section, shall be punished by a fine of not more than two hundred dollars or by imprisonment for not more than one year, or both.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 140** LICENSES**Section 67A** JUNKED MOTOR VEHICLES, REGISTRATION AND IDENTIFICATION PLATES; REMOVAL AND FORWARDING TO REGISTRAR; PENALTY

Section 67A. Any person licensed under section 54 or 59 shall comply with subsection (a) of section 20E of chapter 90D. The registrar may notify the licensing authority which issued the license to any person who has failed to comply with the provisions of this section of such failure and said authority shall suspend or revoke such license and shall not thereafter reinstate, renew or issue any such license to such person without the written consent of the registrar.