



ANDOVER POLICE DEPARTMENT

Office of Records
32 North Main Street
Andover, MA 01810
978-623-3520
SAFrecords@andoverma.us



Instructions for Hawker/Peddler License Application

1. Applicant to complete Hawker/Peddler Application.
2. Collect the Certificate of Character and ID: Take the applicant's Hawker and Peddler License Certificate of Character and a copy of their driver's license.
3. Collect the \$50 fee, check or money order payable to the Town of Andover.
4. Applicant to sign CORI form.
5. Verify Criminal Record: Check that the applicant has no criminal record by checking the in-house RMS ProPhoenix system and asking Dispatch to run a BOP and III.
6. Fill Out Certificate of Character: Ensure the applicant's name and the Town of Andover are filled out on the application form, if not already done.
7. Submit for Signature: Leave the application with Sophie to have the Chief sign it.
8. Notify the Applicant: Once the form has been signed and returned, call the applicant to inform them that the application is ready for pickup.
9. Next Steps: Instruct the applicant to proceed with the necessary steps required by the state once they have picked up their application.