Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201
Telephone: (617) 635-4170; Facsimile: (617) 635-4742; Email: LicensingBoard@cityofboston.gov

INSTRUCTIONS FOR FORTUNE TELLER LICENSES
(Revised 3/2013)

**** Fortune Teller Licenses are issued to an individual for a particular location and only allow that individual to operate under the License for that particular location. If the person is telling fortunes at multiple locations within the City of Boston, that person must obtain a License for each location. If other persons are telling fortunes at the same location, those persons must obtain their own License.***

**** Fortune Teller Licenses are not transferrable or assignable. Each person telling fortunes at a particular location must obtain a Fortune Teller License in their name.***

**** Fortune Teller Licenses are effective from May 1st of a given year through April 30th of the following year. They must be renewed annually by the end of April. Licenses not properly renewed are subject to late fees, suspension and/or cancellation. Annual fees are $50.00.***

**** All persons licensed as Fortune Tellers must comply with the Rules of the Board and the laws of the Commonwealth of Massachusetts.***

1. Meet with the local Neighborhood Association (http://www.cityofboston.gov/ons/coor_list.asp), and speak with the City Councilor for the District (http://www.cityofboston.gov/citycouncil/councillors/), prior to the hearing before the Licensing Board.

2. Notify the Abutters – which include the persons/businesses whose boundaries touch the boundaries of the premises (front, back, left and right), and any schools, churches or hospitals within 500 feet. You must notify the abutters prior to the hearing. You are required to bring a completed *Affidavit of Notice to Abutters and Others* along with the Certified Mail Receipts and Proof of Service Receipts to the hearing.

3. File the completed application with: a copy of the lease agreement (in the business/applicant's name); an 8 ½ x 11 floor plan; completed Personal Information Form(s) and Criminal Record Information Form(s) for the applicant, owner(s) of the business, manager of the business, and all employees of the business; copy of the Licenses for all other Fortune Tellers at that location; copy of the Certificate of Occupancy from the City of Boston's Inspectional Services Department at 1010 Massachusetts Avenue; and a check made payable to the Boston Herald for $170.00 for the advertising fee.

4. Appear at the Licensing Board hearing.

5. If the License is granted, you must personally come to the Licensing Board to pay for it and pick it up. The License must be paid for, picked up, and posted at the place of business in a conspicuous place prior to being able to operate.

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APPLICATION FOR FORTUNE TELLER LICENSE
(Revised 1/2013)

Name of Applicant:_____

Name of Business:_____

Owner of Business:_____

Name of Manager of Business:_____

Address of Business:_____

Telephone # of Business:_____ **Facsimile # of Business:**_____

Expected Opening Date:_____

Hours of Operation (specify days of week along with opening and closing hours):_____

_____

List all services which will be provided and pricing. Please attach additional pages if necessary.

Name/Type of Service	Price

I hereby certify under the pains and penalties of perjury that the above is true and accurate information.

Signature:_____ **Dated:**_____

Print Name:_____

For the Board's Official Use Only

GRANTED:_____ **REJECTED:**_____

***Restrictions/Conditions*:**_____

_____

_____

_____

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CRIMINAL RECORD INFORMATION FORM
(Revised 1/2013)

Your Name:_____

Your Alias(es), if any:_____

Your Home Address:_____

Occupation:_____

Birthplace:_____ **Date of Birth:**_____

Father's Name:_____ **Mother's Name:**_____

Husband/Wife's Name:_____

Name of Corporation/Licensee/Business:_____

Address of Corporation/Licensee/Business:_____

If you have any record of misdemeanors including, but not limited to, drunkenness, simple assault, speeding, minor traffic violations, and affray or disturbance of the peace, and such offenses were disposed of ten or more years prior to the filing of this application, you may be considered to have "No Record" for the purposes of furnishing this department information as to your criminal record.

I, (print your name)_____**, applicant for a (print type of license you are requesting)** _____ **in the City of Boston, hereby state I have not been convicted for violation of a State or Federal narcotic law.**

I, (print your name)_____**, do hereby state that I have no record of criminal convictions in any State or Federal Court except those as listed below:**

_____

_____

_____

I, (print your name)_____**, do hereby state that I have no pending criminal charges for any criminal violations in any State or Federal Court except as those listed below:**

_____

_____

_____

Signed and subscribed to under the pains and penalties of perjury this_____ day of (month)_____, (year) _____.

Signature:_____

Print Name:_____

***** Any statements contained herein found to be untrue shall be cause for the cancellation and/or revocation of any License granted to the applicant or Corporation in which he/she is a principal or agent.***

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INSTRUCTIONS FOR NOTIFICATION TO ABUTTERS

(Revised 1/2013)

Note: *According to Black's Law Dictionary, an abutter is an "owner of adjoining land; one whose property abuts another's." As such, to satisfy the legal requirement of notice to an abutter, the applicant only needs to give notice to the owners of all the properties whose boundaries touch the boundaries (front, back, left and right) of the premises where the business is intending to open. The applicant may choose to notice additional persons (i.e. those across the street) but is* ***not*** *required to do so. Applications/petitions relating to alcoholic beverage and fortune teller licenses are further required to notice any schools, churches or hospitals within five hundred (500) feet of the proposed business location.*

1. Go the City of Boston's Assessing Department, City Hall Room 301, and obtain a list of abutters as defined above. If your application/petition relates to a liquor or fortune teller license, you also need to ask for a list of schools, churches and hospitals within five hundred (500) feet of the proposed business's location.

2. Complete the *Affidavit of Notice to Abutters and Others* by listing the names and mailing addresses of the abutters in the spaces provided and/or attaching the list to the *Affidavit*.

3. When the legal notice is published in the Boston Herald, the newspaper will mail copies of the advertisement to you. You must send a tear slip/copy of the advertisement to each abutter by Certified Mail, Return Receipt Requested. You must mail out these notices within three (3) days of the date the advertisement is published.

4. In addition to sending the tear slip/copy of the advertisement to any church, school or hospital within five hundred (500) feet of the proposed business location, you must notify the church, school or hospital that if it objects to the application/petition, the church, school or hospital must submit a written objection to the Board by the date of the hearing. Receipt of an objection does not bar the Board from granting the application/petition if the Board deems the grant of the proposed application/petition serves the public need and will not be detrimental to the activities/functions of the church, school or hospital.

5. Bring the completed and notarized *Affidavit* to the hearing. You must attach to the *Affidavit* a copy of the advertisement, the original certified mail receipts, and the original return certified receipts (green cards) bearing signatures of persons receiving said notices and those which were returned as undeliverable mail. You must turn in the original receipts and green receipt cards to the Board during the hearing. The Board will not vote on, or may deny, your application/petition if these documents are not provided to it.

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AFFIDAVIT OF NOTICE TO ABUTTERS AND OTHERS

(Revised 1/2013)

To the Licensing Board for the City of Boston:

I, (print your name) _____, applicant/applicant's representative for a (print type of license requested)_____ _____ license, to be operated at (print address of proposed location)_____ _____ hereby certify that the following is a true list of the owners of the abutting property(ies) per the Assessor's most recent valuation list:

And that the following schools, churches or hospitals are located within a five hundred (500) feet radius from said proposed location (if none, please specify as such):

I also certify that notice of the application/petition was given to each of the above-listed by mailing via Certified Mail, Return Receipt Requested, within three days after publication of the advertisement of the application/petition, a copy of the attached advertisement of the application/petition. Proof of service is evidenced by the attached certified mail receipts and return certified receipts bearing signatures of persons receiving said notices, in addition to those which were returned as undeliverable mail.

Signed and subscribed to under the pains and penalties of perjury this _____ day of _____ (month), _____ (year).

Sign Name:_____

Print Name:_____

Relation to Applicant:_____

Signature of Notary Public:_____

Name of Notary Public:_____ (Notary Public Seal)

Commission Expires:_____

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PERSONAL INFORMATION FORM
(Revised 1/2013)

SECTION I – LICENSEE INFORMATION:

Name of Licensee/Business:_____

Doing Business As (d/b/a, if different from above):_____

Address of Business:_____

Business Telephone #:_____ **Business Facsimile #:**_____

SECTION II – PERSONAL INFORMATION:

Your Name:_____ **Social Security #:**_____

Date of Birth:_____

Your Home Address:_____

Home #:_____ **Cellphone #:**_____

Place of Current Employment:_____

Employment for the Last Ten Years (dates, position, employer, address):

_____

_____

_____

_____

_____

_____

Your Title as it Relates to the Business/Licensee:_____

Describe Your Interest in this Business/License:_____

_____

_____

_____

I hereby certify under the pains and penalties of perjury that the above is true and accurate information.

Signature:_____ **Dated:**_____