

## **MBTA RETAIL SALES PROGRAM**

### **Application Process**

#### Stage I – Document Review

- An MBTA representative will conduct a review of your application to ensure that all required documents have been completed and submitted
- If the application is incomplete, it will be returned
- If the application is complete, notification will be sent and the review process will continue

#### Stage II – Financial Review

- All current owners, partners, members, managers or officers listed on the application are subject to a credit check by the MBTA
- All debts assigned to any prior sales agreements at the proposed location must be satisfied prior to the conclusion of the financial review. A new contract may not be considered to a location with any outstanding MBTA debt.

#### Stage III – Criminal History Investigation

- All current owners, partners, members, managers and officers listed on the application are subject to a criminal history background check.

#### Stage IV – Site Assessment

- A representative of the MBTA will conduct an assessment of your business location to measure its sales potential and readiness for installation.

#### Stage V – Approval/Denial Notification

- If approved, notification will be sent with further instructions
- If denied, notice will be sent to applicant. Applicants may appeal a denial within 20 days of receiving said notice. If the applicant does not appeal in the specified time period, the application will expire.

## AUTHORIZATIONS

I hereby certify that I am duly authorized to execute this application on behalf of:

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Business Structure Name (individual name if sole proprietor)

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Doing Business As

And that I have examined this application and to the best of my knowledge and belief the information contained herein is accurate pursuant to Massachusetts General Laws Ch. 62C, Section 49A. I also certify under penalty of perjury that all Massachusetts tax returns have been filed and any amount due and payable has been paid.

Print the name of the authorized owner, partner, member, manager or officer completing this application.

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Name

Title

Signature of the authorized owner, partner, member, manager or officer completing this application.

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Name

Title

I acknowledge I have signed this document and agree to be bound by the terms within.

*Note:* Please notify the MBTA of any changes regarding this application in writing to the address on the application within 72 hours.

MASSACHUSETTS BAY TRANSPORTATION AUTHORITY  
Personal Data Form  
*Please type or print neatly in ink*

One form for each current owner, partner, member, manager, or officer of the business must be completed and signed. All current owners, partners, members, managers or officers listed on the application are subject to a credit check by the MBTA.

\_\_\_\_\_  
Business Structure Name (individual name if sole proprietor)

\_\_\_\_\_  
DBA (Doing Business As)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Maiden Name (if applicable)

\_\_\_\_\_  
Business Title

\_\_\_\_\_  
Date of Birth

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-Mail Address

I have examined this information and verify it is complete and contain no misrepresentations or false statements:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

I acknowledge I have signed this document and agree to be bound by the terms within.

MASSACHUSETTS BAY TRANSPORTATION AUTHORITY  
Release Authorization Form

Each current owner, partner, member, manager, or officer of the business must complete and sign a release authorization form.

Business Structure Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

City/Town: \_\_\_\_\_

As a condition of licensing and renewing of a license, all applicants must consent to and authorize a verification of the background information submitted on an application for a license to sell MBTA Electronic Fare Media products. This Release Authorization specifically acknowledges that the MBTA may now, or at any time while licensed, conduct verifications including but not limited to, credit history, and any criminal record information which may be contained in the files of any federal, state or municipal criminal justice agency and other information deemed necessary to assure that all licensing requirements are met. The results of this verification process will be used to determine licensing eligibility under MBTA licensing policies. All results are proprietary and will be kept confidential.

I have read and understand this MBTA Release Authorization Form and I hereby authorize the MBTA or its agent to contact federal, state, and municipal agencies, persons or others to provide information. I also hereby specifically release and hold harmless the MBTA, or agents legally engaged by the MBTA, from liability and responsibility arising from their doing so.

I also hereby give my specific permission, as a condition of licensing for the release of all appropriate background information regarding my credit history (consistent with the Federal Fair Credit Reporting Act), criminal record history, or other sources of information that are permissible by governing laws.

I also hereby give my specific permission, as a condition of licensing, for the release of all appropriate information from the Massachusetts Lottery Licensing Department and give permission for the Massachusetts State Lottery and the MBTA to obtain information as needed pertaining to licensing.

I, the undersigned, do hereby certify that the information I have provided for the purpose of obtaining a license is true, accurate, factual, and complete to the best of my knowledge. I understand that any false statement may be considered cause for denial, revocation, and/or termination of an MBTA sales agent's license. I fully understand the terms of this Release.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

I acknowledge I have signed this document and agree to be bound by the terms within.

Please consult an attorney if you do not understand the terms and conditions contained herein.

RSKMG

## CORI REQUEST FORM

Risk Management Advisors, Inc. has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As a (prospective) MBTA Retail Sales Agent in the MBTA's Retail Sales Terminal Program, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

(Prospective) MBTA Retail Sales Agent (Please Print):

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name

\_\_\_\_\_  
Maiden Name or Alias (If Applicable)

\_\_\_\_\_  
Date of Birth                                      - - - - -  
Social Security Number

\_\_\_\_\_  
Street Address                                      City                                      State                                      Zip

(Prospective) MBTA Retail Sales Agent Signature:

\_\_\_\_\_  
I acknowledge I have signed this document and agree to be bound by the terms within.

### MBTA INTERNAL USE

REQUESTED BY \_\_\_\_\_  
Signature of CORI Authorized Employee

\_\_\_\_\_  
CHSB USE ONLY

RECORD ATTACHED: \_\_\_\_\_ NO RECORD: \_\_\_\_\_