



Commonwealth of Massachusetts

Department of Public Safety

Office Use
Only

C304 Ticket Booklet Application

Revised 5/16

Pursuant to Chapter 304 of the Acts of 2004, to voluntarily join the Non-Criminal Violation Ticket Program, please complete this application and submit it, along with an official letter affirming that a municipal hearings officer has been appointed by your community and trained . The affirmation needs to be on official letterhead indicating the date and location of hearings officer training.

Please forward the application and letter electronically to Elizangela.Barros@state.ma.us or via hard copy mail to Lisa Barros, Administrative Assistant, Department of Public Safety, One Ashburton Place Rm. 1301 Boston, MA 02108.

Once this information is received and approved, one complimentary ticket booklet will be distributed to the Municipal Building Department only, changes were made to the Fire Officer Tickets in 2015 and are no longer provided by this office. Official memos and instructions will also be enclosed with each ticket booklet. Please contact Lane Printing Company to order the Fire Service tickets.

Building Inspector/Commissioner to Receive Ticket Booklet:

(Please Print)

Name _____ Title _____ Department _____

Address _____ Zip Code _____
Street # Town/City

Office Phone _____ Cell Phone _____ Fax _____

E-Mail Address _____

Printed Name - Town/City Official Title

Signature Date

Hearings Officer (Business Only) To File:

(Please Print)

Name _____ Title _____ Department _____

Address _____ Zip Code _____
Street # Town/City

Office Phone _____ Cell Phone _____ Fax _____

E-Mail Address _____

Printed Name - Town/City Official Title

Signature Date

The information on this application is subject to public disclosure under the Public Records Law.