

Class F1 Full Privilege License Requirements

- Fill out application and BCI (background check) and drop off both at the Smithfield Police Department for the Police Chief's signature
- Proof of insurance for date of event
- TIP Cards
- Letter stating date and time of event and what event is
- Once all paperwork is received the new license will be placed on the Town Council agenda for approval (**please note:** all complete paperwork must be received in the Town Clerk's Office the Wednesday of the week before a Town Council Meeting by 12:00 p.m.)