

Firearms License Application Instructions

Firearms applications will not be processed until all the following materials are received:

NEW APPLICANTS:

1. **Application** – a complete, original application signed by the applicant (submit first 3 pages only)
 - Please include an email address on the front page of your application. This will be used to contact you for appointment scheduling to expedite the process.
 2. **Payment** – a check or money order payable to the “Town of Dedham” in the amount of \$100
 3. **Proof of Residency** – an acceptable document, not more than 2 months old, with your name and address
Acceptable – Mortgage statement, lease agreement, utility bill (gas, electric, water, cable), property tax, excise tax, voter registration
NOT Acceptable – credit card statements, medical bills, junk mail, paystubs, vehicle registration
 4. **Safety Course Certificate** – a copy of your MA basic firearms safety course certificate
 5. **Driver’s License** – a copy of your MA driver’s license
Applicants born outside of the United States will also need to submit a proof of citizenship document (U.S. passport, naturalization papers, etc.)
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RENEWAL APPLICANTS:

1. **Application** – a complete, original application signed by the applicant (submit all 4 pages filled out completely)
 2. **Payment** – a check or money order payable to the “Town of Dedham” in the amount of \$100
Exemptions: There is no fee for renewal applicants 70 years old and above at the time of submission
 3. **Proof of Residency** – an acceptable document, not more than 2 months old, with your name and address
Acceptable – Mortgage statement, lease agreement, utility bill (gas, electric, water, cable), property tax, excise tax, voter registration
NOT Acceptable – credit card statements, medical bills, junk mail, paystubs, vehicle registration
 4. **Driver’s License** – a copy of your MA driver’s license
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A receipt acknowledging that an application has been received will be mailed to the applicant. Applicants will be contacted via email (if provided) or phone if additional documents are required to process the application.

First time applicants will be contacted via email and scheduled for an appointment in order to process fingerprints and conduct an interview. Renewal applicants will generally not be required to make an in-person appointment for an application to be processed.

Upon completion of the application process, a firearms license card will be mailed to the applicant.



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
mass.gov/firearms-services**

PD USE ONLY	
FTN:	_____
LIC #:	_____

**Submit this form and direct any questions to
your local police department**

**MASSACHUSETTS RESIDENT LTC/FID/MACHINE GUN APPLICATION
FOR NEW/RENEWAL OF A FIREARMS IDENTIFICATION CARD OR LICENSE TO CARRY
FIREARMS OR LICENSE TO POSSESS A MACHINE GUN (M.G.L c. 140, §§ 129B, 131)**

CHECK ONE:

- New Applicant*
- Renewal - Most Recent License to Carry/FID Number: _____

*NOTE: If application is for a first firearms identification card or license to carry firearms, a copy of the Firearms Safety Certificate or Hunter Safety Course Certificate must be attached, unless exempt by statute. If this is a renewal application, a lost/stolen firearms affidavit must be submitted.

LICENSE APPLICATION TYPE (Check Only One):

- Firearms Identification Card - Restricted (self-defense spray)
- Firearms Identification Card
- License to Carry
- License to Carry - Stun Gun Only
- License to Possess a Machine Gun
- Gun Club License (Only the Colonel of the State Police can issue a club license)

EXCEPT FOR SIGNATURE, PRINT OR TYPE ALL REQUESTED INFORMATION:

Email Address (required for new applicants)

_____ Last Name	_____ First Name	_____ Middle Name	_____ Suffix
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_____ Residential Address	_____ City	_____ State	_____ Zip Code	_____ Telephone Number
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_____ Mailing Address	_____ City	_____ State	_____ Zip Code	_____ Telephone Number
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_____ Date of Birth	_____ Place of Birth (City, State, Country)
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_____ Mother's First Name	_____ Mother's Maiden Name	_____ Father's First Name	_____ Father's Last Name
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_____ Height	_____ Weight	_____ Build	_____ Complexion	_____ Hair Color	_____ Eye Color
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_____ Occupation	_____ Social Security Number (Optional)	_____ Drivers License Number
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_____ Employed By	_____ Business Address
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_____ City/Town	_____ State	_____ Zip	_____ Telephone Number
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ANSWER THE FOLLOWING QUESTIONS COMPLETELY AND ACCURATELY:

1. Are you a citizen of the United States? YES NO

If lawful permanent resident alien, give green card number and resident date

_____ Green Card Number

_____ Resident Since (date)

If naturalized, give date, place and naturalization number

_____ Date

_____ Place

_____ Naturalization No.

2. Have you ever renounced your U.S. citizenship? YES NO

3. What is your age? _____ (You must be 21 to apply for a LTC, 18 to apply for a FID card, or 14 to 17 with submission of a certificate of parent or guardian granting permission to apply for a FID card or FID card – Restricted).

4. Have you ever been arrested or appeared in court as a defendant for any criminal offense? YES NO

5. Are you the subject of any pending criminal charges? YES NO

6. Have you ever been convicted of a felony? YES NO

7. Have you ever been convicted of the unlawful use, possession, or sale of controlled substances as defined in M.G.L. c. 94C, § 1? YES NO

8. Have you ever been convicted of a violent crime or a crime of domestic violence? YES NO

9. Have you ever been convicted as an adult or adjudicated a youthful offender or delinquent child in any state or federal jurisdiction? YES NO

10. Are you now, or have you ever been the subject of a restraining order issued pursuant to M.G.L. c. 209A, or a similar order issued by another jurisdiction? YES NO

11. Are you currently the subject of any outstanding arrest warrant in any state or federal jurisdiction? YES NO

12. Have you ever been committed to any hospital or institution for mental illness, or alcohol or substance abuse? YES NO

13. Has any firearms license issued under the laws of any state or territory ever been suspended, revoked, or denied? YES NO

14. Have you been discharged from the armed forces of the United States under dishonorable conditions? YES NO

15. Have you been the subject of an order of the probate court appointing a guardian or conservator? YES NO

If you answered "YES" to any of the questions 2-15, give details which must include dates, circumstances and location; use a separate sheet of paper if necessary.

Have you ever used or been known by another name?

YES NO

If "YES", provide name and explain: _____

Other than Massachusetts, in what state(s), territory(ies), or jurisdiction(s) have you lived?

NONE

Have you ever held a firearms license in any other state, territory or jurisdiction?

YES NO

If "YES", when, where, and license number? _____

List the name and addresses of two references (as required by your licensing authority)

1.

Last Name		First Name	
Address		City/Town	State Zip

2.

Last Name		First Name	
Address		City/Town	State Zip

Please explain why you are requesting a license:

Use lines below to indicate the reason(s) you are requesting the license; use a separate sheet of paper if necessary)

WARNING Any person who knowingly files an application containing false information shall be punished by a fine of not less than \$500 nor more than \$1,000 or by imprisonment for not less than 6 months nor more than 2 years in a house of correction, or by both such fine and imprisonment (M.G.L c.140, §§ 129B(8), 131(h)).

I declare the above facts are true and complete to the best of my knowledge and belief and I understand that any false answer(s) will be just cause for denial or revocation of my license to carry firearms. I understand that filing an application that contains false information is a criminal offense.

Signed under the penalties of perjury this _____ day of _____ month _____ year

Signature of Applicant: _____

Massachusetts License to Carry (LTC)/Firearms Identification Card (FID) Affidavit

Complete this form **only** if you are **renewing** your firearms license.

License Holder Name: _____

Current LTC or FID card Number: _____

Please select one:

A. (No firearm(s) lost or stolen since previous issuance of LTC or FID card)

1. I am renewing a Massachusetts firearms identification (FID) card or license to carry (LTC) firearms.

2. I have not lost one or more firearms or had any firearms stolen since the renewal or issuance of my last FID card or LTC.

OR

B. (Firearm(s) reported lost or stolen since previous issuance of LTC or FID card)

1. I am renewing a Massachusetts firearms identification (FID) card or license to carry (LTC) firearms.

2. I have lost one or more firearms or have reported stolen one or more firearms since the renewal or issuance of my last FID card or LTC.

List all lost or stolen firearms below; use additional sheets as necessary.

Lost or Stolen	Date Reported Lost or Stolen	Reported to (Police Dept.)	Type	Make	Model	Serial Number	Case Number

The above information is true and accurate to the best of my knowledge and belief.

SIGNED UNDER THE PENALTIES OF PERJURY:

Signature: _____ Date: _____

PRIVACY ACT STATEMENT – CIVIL FINGERPRINTING

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.