

POLICY & PROCEDURE – License to Carry Firearms/Firearms ID Card REQUEST

The following procedures are required for applications for License to Carry and F.I.D. cards.

IN ORDER FOR THE PROCESS TO BEGIN THE FOLLOWING MUST BE DONE: APPLICATION COMPLETED

FINGERPRINTS TAKEN BY THIS DEPARTMENT WEEKDAYS 7:30 a.m. to 2:30 p.m.

APPLICATION FEE \$100.00

INITIAL REQUEST-CLASS A OR B LTC

1. a. Must be a citizen of the United States and 21 years of age.
b. Disqualifying factors:
 - # has been convicted (or adjudicated delinquent or as a youthful offender) of a felony, a misdemeanor punishable by more than two years imprisonment, a violent crime, or a weapons or drug offense.
 - # has been confined to a hospital or institution for mental illness, unless an affidavit from a physician stating applicant is not disabled by such illness in a manner that prevents applicant from possessing a firearm.
 - # Applicant is an alien
 - # Subject to an outstanding warrant
 - # applicant is subject to a suspension or surrender order or a protection order issued pursuant to M.G.L. c. 209A.
2. Applicant must submit proof of attendance and successful completion of an approved firearms safety course by submitting a certificate.
3. Complete an application in full.
4. Applicant must clear all background checks satisfactorily i.e. III, Bop, State Police Fingerprint clearance.
5. Show proof of residency (minimum of 6 months).
6. All of the above must be complied with, regardless of the reason the license to carry is being requested.
7. Upon satisfactorily completing all of the above the application and documentation will be reviewed by the Chief of Police or his designee at which time the request will be either approved or denied. The applicant will be notified, within 40 days.

LICENSE TO CARRY RENEWALS

1. All applicants, for license to carry renewals, must complete and update an application form.
2. Must pass all background and criminal history checks.
3. If the above is satisfactory License will be renewed.

REQUESTS FOR LICENSE UPGRADES

1. No upgrade will be approved until current license expires.
2. Procedure for upgrade when requesting renewal will remain the same as initial application request.

FIREARMS IDENTIFICATION CARDS

1. a. Show proof of residency
b. Meet same requirements as indicated above for LTC
c. If under 18 years of age; must be at least 15 years of age with written permission from parent/legal guardian. Parent/guardian must accompany minor for license to be issued.

LICENSE FEES \$100.00

Revised 09/22/04