

# SOUTHBOROUGH POLICE DEPARTMENT

## FIREARMS LICENSE APPLICATION

1. IF YOU ARE A NEW APPLICANT FOR A LICENSE TO CARRY OR FIREARMS IDENTIFICATION CARD, YOU MUST INCLUDE **THE ORIGINAL CERTIFICATE OF THE BASIC FIREARMS SAFETY COURSE OR HUNTER SAFETY COURSE (THE CERTIFICATE MUST HAVE THE STATE POLICE SEAL ON IT). NRA certificates are not accepted.**

**ORIGINAL APPLICATION MUST BE SUBMITTED ALONG WITH PROPER PAYMENT.**

**\*IF YOU ARE A NATURALIZED CITIZEN, PLEASE PROVIDE COPY OF YOUR NATURALIZATION CERTIFICATE.\***

2. If you are applying to upgrade from an FID to Class A, you must take a firearms safety course.
3. Fill out **ALL** questions and information *except* for a Club License, since you are **NOT** applying for this type.
4. Please also list your cell phone number as well as Home Number , if you have them. **We need your Social Security number and Drivers License.**

**Do Not skip** any descriptive questions: For BUILD, use Small , Medium, Large

For COMPLEXION: albino, light, black, medium, dark, brown, light brown, dark brown, olive, ruddy, are all acceptable

5. ATTACH PAYMENT FOR: ( NO CASH ACCEPTED)

**{PLEASE HAVE A CHECK MADE PAYABLE TO SOUTHBOROUGH POLICE};**

LICENSE TO CARRY (LTC) {CLASS A} FIRST AND RENEWAL FEE- \$ 100.00

STUN GUN ONLY ...(MUST HAVE AN ACTIVE LTC) - \$100.00

FIREARMS IDENTIFICATION CARD {C} \$ 100.00, RENEWAL FEE \$ 100.00

FIREARMS IDENTIFICATION CARD {C} **15-18 YEARS OF AGE** \$ 25.00

FOR PERSONS 70 YEARS OF AGE OR OLDER, 1<sup>ST</sup> ISSUE: (A OR C) \$ 100.00,

NO RENEWAL FEE IF 70 YEARS OF AGE OR OLDER.

**NO PERMIT REQUIRED FOR CHEMICAL SPRAY IF OVER 18 YEARS OF AGE.**

**\*THE APPLICATION FEE IS NON-REFUNDABLE\***

6. WHEN YOU HAVE COMPLETED AND SIGNED THE APPLICATION, SUMMIT IT WITH THE ***ORIGINAL CERTIFICATE OF THE BASIC FIREARMS SAFETY COURSE OR HUNTER SAFETY COURSE ALONG WITH FULL PAYMENT.*** BRING TO THE SOUTHBOROUGH POLICE DEPARTMENT. ***ALL QUESTIONS MUST BE ANSWERED TRUTHFULLY.*** FAILURE TO DO SO, CAN RESULT IN DENIAL OF THE APPLICATION.
7. AN APPOINTMENT WILL BE MADE FOR YOU TO HAVE YOUR FINGERPRINTS AND PHOTOGRAPH TAKEN.
8. THERE IS A 90- DAY GRACE PERIOD AS LONG AS YOU APPLY FOR RENEWAL ***BEFORE*** YOUR EXPIRATION DATE.
9. UPON RECEIPT OF YOUR LICENSE TO CARRY OR FIREARMS IDENTIFICATION CARD, YOU WILL RECEIVE A PERSONAL IDENTIFICATION NUMBER(PIN) AS ASSIGNED BY THE FIREARMS RECORDS BUREAU. YOU WILL NEED THIS PIN IN ORDER TO PURCHASE GUNS AND AMMUNITION FROM MASSACHUSETTS GUN DEALERS.

  

**10. *YOU KEEP THIS COVER SHEET. It can take up to 3 month before you'll receive your LTC or FID.***

11. If you do not fully and accurately fill out the application, it will be returned to you.
12. \*If you have ever in your lifetime, appeared as a Defendant in Court: the date, charges and results must be listed. Failure to list these will be cause for denial of the permit.\*
13. If you have ever been institutionalized for mental health issues, you must report that on the application.

***- YOU KEEP THESE INSTRUCTIONS-  
DO NOT SUBMIT WITH APPLICATION***



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
mass.gov/cjis | TTY: 617-660-4606

PD USE ONLY
FTN: _____
LIC #: _____

**\*You must submit this form 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 POSSES 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 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:**

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)
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If naturalized, give date, place and naturalization number

Date	Place	Naturalization No.
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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.

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**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

**Reason(s) for requesting the issuance of a card or license:**

Target & Hunting  Sporting  Employment  Unrestricted (use lines below to indicate the reason(s) you are requesting an unrestricted LTC; 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 \_\_\_\_\_, \_\_\_\_\_ 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: \_\_\_\_\_

**IMPORTANT INFORMATION**  
Please Read This Entire Document Carefully

**IF YOUR APPLICATION IS DENIED,** it is usually due to: Disqualifying criminal record, false answer to any question on the application or to any question asked by the licensing officer during the interview, criminal information omitted from, or not attached to, the application as required. As a result of enacting the Massachusetts Gun Control Act of 1998, for the purposes of firearms licensing, any and all previous detentions, arrests, court appearances, juvenile adjudications including any "Sealed" records will be accessed and considered in order to determine the "suitability." of all applicants for licenses to carry and possess firearms. After reading this form you will be asked specific questions regarding personal background, past criminal history, etc. You must answer all questions fully and truthfully. Failure to do so will result in your application being denied.

**In addition:**

Question #10 on the application asks, "Have you ever appeared in any court as a defendant for any criminal offense (excluding non-criminal traffic offenses)? The key word here is "appeared" not necessarily arrested. You do not have to list any non-criminal traffic offenses. Having been arrested, charged and/or convicted of a crime does not necessarily prohibit someone from getting a license to carry firearms or an FID card, not putting it down will.

Please note that, "ever appeared" includes all adult and juvenile court appearances. It does not matter if you were found "not guilty" or "not delinquent" or if the charges were "dismissed" or if the case was "continued without a finding", etc, you have to put it all down. If you don't answer all questions truthfully we will find out no matter how long ago the incident occurred.

what the offense was. We will receive notification of any "sealed record" disqualifies, from the State.

If your application is denied we will not accept any excuse, such as "I forgot about it" or "they told me it wouldn't show up" or "it never showed up before" or "it was so long ago, I didn't think it mattered, now", etc.

Make any necessary changes now. If necessary you may contact the Massachusetts Criminal History Systems Board ([www.ma.gov/chsb/firearms](http://www.ma.gov/chsb/firearms)) to learn how to obtain your Massachusetts criminal record check, before you submit your application. If there is any omission or if any false answer is found, your application will be denied and you may face criminal prosecution.

Signed: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_