



Maynard Police Department

197 Main Street
Maynard, MA 01754
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Chief Christopher Troiano

INSTRUCTIONS FOR LICENSE TO CARRY FIREARMS AND F.I.D. CARD APPLICANTS

The following officers will be available (depending on their shifts and workdays) to process your application. Please email one of the officers listed below in advance to schedule an appointment.

Sgt. Daniel Bodwell – dbodwell@maynardpolice.com – Evenings: 3:00 PM – 9:00 PM

Lt. Brian Cushing – bcushing@maynardpolice.com – Days: 7:00 AM – 1:00 PM

Please note: Walk-ins without a scheduled appointment will not be processed.

Required Items

- 1 Completed Commonwealth of Massachusetts LTC/FID/Machine Gun application.
- 2 Application fee: \$100.00 for License to Carry Firearms or F.I.D. card. Renewals: \$100.00. Age 70 and older: Free. Fees are CASH ONLY and non-refundable. Please bring the exact amount.
- 3 Proof of identification.
- 4 If requesting a new Class A license, a letter stating the reason for requesting the license must accompany the application. This is not required for renewals.
- 5 For new applicants: A Massachusetts State Police-sponsored Firearms Safety Course certificate (Class A), or a Massachusetts Hunter Education Course certificate. Either course is acceptable for an F.I.D. (Class C) license.
- 6 Photographs are not required. Photos will be taken electronically at the Police Department.

The Police Department will notify you when your license is available for pickup. Licenses are typically ready within approximately 40 to 60 days. After notification, you may pick up your license at the Police Station during normal business hours.

SPECIAL NOTICE REGARDING QUESTION 4

Question 4 on page 2 of the application asks: **Have you ever been arrested or appeared in any court as a defendant for any criminal offense?**

This does NOT include civil or probate court matters or civil traffic citation hearings.

It DOES include minor misdemeanor offenses such as operating under the influence of liquor, operating a motor vehicle after suspension of license, operating a motor vehicle without insurance, trespassing, being a disorderly person, disturbing the peace, etc. This is not an all-inclusive list.

Any criminal charge, felony or misdemeanor, in which the outcome was decided by a judge must be disclosed. These offenses are not necessarily disqualifiers for a firearms license.

If you are unsure whether to include a court appearance, include it in your application and provide a brief description of the incident.

If a Board of Probation record is discovered during the background investigation and Question 4 is answered 'No,' the application will be denied for being untruthful and the \$100 fee will be forfeited. You may then refile a new application with the complete court information and an additional \$100 fee.