



Maynard Police Department

Chief Michael A. Noble

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

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

Sgt. Daniel Bodwell, dbodwell@maynardpolice.com Evenings 3PM -9PM
Sgt. William Duggan, wduggan@maynardpolice.com Evenings 3PM- 9PM
Sgt. Brian Cushing, bcushing@maynardpolice.com Days 7AM -1PM

Please note that 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 for License to Carry Firearms & F. I. D. card:
\$100.00. Application fee for renewal of L.T.C. & F.I.D. \$100 (age 70 & older -Free)
- Fees are CASH ONLY - Non Refundable. Bring exact amount.
- 3.) You must bring proof of identification.
- 4.) If requesting a new issue, Class A license, a letter stating the reason you want the license must accompany the application. This is not required for a renewal.
- 5.) If a new issue, appropriate certificate from Massachusetts State Police sponsored Firearms Safety Course (for Class A license) or Massachusetts Hunter Education course. Either course is suitable for an F.I.D. (Class C) license.
- 6.) You DO NOT need to bring photographs. We will do them electronically.

The Police Department will call you when the license is available to be picked up. Your license will be ready within approximately 40 to 60 days. After being notified, you may pick the license up at any time at the Police Station.



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SPECIAL NOTICE IN REGARDS TO 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. It does not include a Civil Traffic Citation hearing.

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, to which the outcome was decided by a judge, you will have to disclose.

These offenses are not necessarily disqualifiers for a firearms license.

If you are in doubt as to whether to include an appearance you have made in court, include it in the application. Include a description of the incident.

We will not question your application answers at the time of submission. If a Board of Probation record is found upon investigation, and question 4 is answered "No", the application will be denied for being untruthful, and the \$100 fee forfeited. You may then re-file a new application with the completed court information, and an additional \$100 fee.



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 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 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	
Residential Address		City		State	Zip Code	Telephone Number	
Mailing Address		City		State	Zip Code	Telephone Number	
Date of Birth		Place of Birth (City, State, Country)					
Mother's First Name		Mother's Maiden Name		Father's First Name		Father's Last Name	
Height	Weight	Build	Complexion	Hair Color		Eye Color	
Occupation			Social Security Number			Drivers License Number	
Employed By			Business Address				
City/Town		State	Zip	Telephone Number			

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	Phone	
_____	_____	_____	_____
Address	City/Town	State	Zip

2.

_____	_____	_____	_____
Last Name	First Name	Phone	
_____	_____	_____	_____
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 _____

day

month

year

Signature of Applicant: _____