



CITY OF LEOMINSTER POLICE DEPARTMENT

29 Church Street

Leominster, Massachusetts 01453-3100

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Michael D Goldman

Interim Chief of Police

APPLICATION REQUIREMENTS FOR **A NEW OR RENEWAL** **FIREARMS IDENTIFICATION CARD (FID) OR** **LICENSE TO CARRY FIREARMS (LTC)**

- Applications are not required as we are on the automated system. If you wish to review the application it can be found at <http://www.mass.gov/eopss/firearms-reg-and-laws/frb/>. However you are required to sign the application from our automated system.
- Photographs are no longer required; the photo will be taken at the time of your appointment.
- Applicant must be a Leominster resident or business owner.
- Appointments are required to complete the automated application and are only available at the Church Street location. Appointments are available Monday through Friday. Call the firearms licensing clerk at 978-534-7560 ext. 329 to schedule an appointment. Do not mail or leave any paperwork with the house officer. You must submit all required paperwork at the time of your appointment.
- If your employer requires you to have a firearms permit to perform your job you must submit a letter from your employer on their company letterhead indicating the reason for the request (why they require you to carry on the job) and will not be accepted if it is not signed, dated and addressed to the Leominster Police Department. The letter will not be accepted if it is addressed to "Whom it may concern". Law Enforcement Officials do not have to provide this letter if proper identification is provided.
- Age requirements at time of the appointment, applicants must be: 15-17 years of age with a letter from a parent or legal guardian granting permission for an FID Card, 18 years of age for an FID Card, 21 years of age for an LTC.
- Bring the originals of all paperwork requested, do not bring photocopies. Photocopies will be made by the Leominster Police Department and your originals will be returned to you. The original reference letters will not be returned and you will need to make copies before you come in if you need them.

Please see the reverse side for important information.

SPECIAL NOTICE –BACKGROUND QUESTION:

A background question on the application asks: “Have you ever appeared in any court as an defendant for any criminal offense (excluding non-criminal)?” For clarification the question is not asking, “Have you ever been ARRESTED or CONVICTED?” it is asking if you “Have you ever been a Defendant” in any court, in any state, at any time in your life, regardless of the outcome of the proceedings (guilty, probation, not guilty, dismissed, continued without a finding, etc...). If you answer “NO” to this question and offenses are found on your record, regardless of the outcome of the proceedings, it can be just cause for the denial of your application and/or the revocation of your current permit. The offenses will show up even if your lawyer or a judge/magistrate said they would not appear on your record. Juvenile offenses and sealed records are subject to review to determine eligibility for firearms licensing. Providing false information on the application is punishable by a fine of not less the Five Hundred Dollars (\$500.00) nor more than One Thousand Dollars (\$1,000.00) or by imprisonment for not less than six (6) months nor more than two (2) years in a house of correction or by both fine and imprisonment (M.G.L. c.140, § 129B(8) and 131(h)).

You can request a copy of your criminal record here: <http://www.mass.gov/eopss/agencies/dcjis/>. Print the form and follow the instructions.

Examples of non-criminal traffic offenses (whether convicted or not) that should not appear on your record are:

Failure to use Directional Signal; Headlight/Taillight Out; Speeding Ticket; Turning Right on Red; etc...

These non-criminal offenses do not need to be reported at the time of application.

Examples of some criminal offenses (whether convicted or not) that will appear on your record are:

Abuse Prevention or Restraining Order Violations; Assault & Battery; Attaching Wrong MV Plates; Breaking & Entering; Burglary; Compulsory Insurance Violations; Common Street Walker; Cruelty to Animals; Contributing to the Delinquency of Minors; Destruction of Property; Disorderly Conduct or Person; Driving or Operating to Endanger; Domestic Violence; Driving or Operating Recklessly; Driving or Operating after Revoked License or Registration; Drunk Driving/DWI/OUI; Failure to Stop for School Bus; Fish/Game/Hunting Violations; Health Code Violations; Larceny; Leaving the Scene of Property Damage; Lewd and Lascivious Behavior; Minor Possessing or Transporting Alcohol; Non Payment of Child Support; Possession of Dangerous Weapons; Possession of Drugs; Possession of Open Container Law; Procuring Alcohol for Minors; Receiving Stolen Property; Resisting Arrest; Restraining Orders; Shoplifting; Stalking; Threatening; Threatening or Annoying Telephone Call(s); Trespassing; etc...

Keep in mind there may be other offenses that are not listed here that may appear on your record; this is just a list to give you an idea of what offenses you are required to report at the time of application. The charge, date and disposition are required when reporting the offenses. The elapsed time of the offense and the number of times that you have renewed your permit have no bearing on whether you need to report the offense or not, if you appeared in court or in front of a judge/magistrate at any time for the offense, you need to report it regardless of what your lawyer or the judge/magistrate may have told you.

SPECIAL NOTICE:

Mass general law requires that any licensee shall notify, in writing, the Licensing Authority who issued said card or license, the Chief of Police into whose jurisdiction the licensee moves and the Executive Director of the Criminal History Systems Board of any change of address. Such notification shall be made by certified mail within 30 days of its occurrence. Failure to do so notify shall be cause for suspension or revocation of said card or license. (M.G.L. c.140, § 131 (1) and (M.G.L. c. 140, § 129B (11)). The Address Change form is available at any police station or at this website: <http://www.mass.gov/eopss/firearms-reg-and-laws/frb/firearms-forms-and-applications.html>.

If you have any questions or need assistance, please call the firearms licensing clerk at the Leominster Police Department at 978-534-7560 ext. 329. Firearms laws, approved gun rosters and additional forms can be found on the Criminal History Systems Board’s web site at <http://www.mass.gov/eopss/firearms-reg-and-laws/frb/>.

NEW APPLICANTS

FIREARMS IDENTIFICATION CARD (FID) OR LICENSE TO CARRY FIREARMS (LTC)

- The appointment for new applicants takes approximately 30 to 90 minutes. Please allow sufficient time.
- If you are between the ages of 15-17, you must submit a letter from a parent or legal guardian granting permission for the FID card. The permission letter will not be accepted if it is not signed, dated or addressed to the “Leominster Police Department”. The letter will not be accepted if it is addressed to “Whom it may concern”. A parent or legal guardian must be present at your appointment. The parent or legal guardian will need their driver’s license or proof of residence (a recent utility bill, etc...).
- The non-refundable State licensing fee for new applicants is as follows: FID Cards for applicants 15-17 is twenty five dollars (\$25.00); FID Cards and LTC's for applicants 18 or older is one hundred dollars (\$100.00); Law Enforcement Officials is twenty five dollars (\$25.00). The appropriate fee is payable at the time of your appointment. Bank check or money order only, made payable to the Leominster Police Department. We do **not** accept cash, personal/business check, or debit/credit cards. In order to receive the Law Enforcement discount, you need to provide proof that you are a Law Enforcement Official.

- Must submit a **Safety Course Certificate**.

The firearms safety course instructor must be certified by the state of Massachusetts and the safety course must be approved by the Colonel of the Massachusetts State Police. You must present the safety course certificate at the time of your appointment. The following is a list of some of the safety course classes that we are aware of in this area:

Mass Wildlife Hunter Safety Education Program; www.masswildlife.org; 978-772-0693

Leominster Sportsmen’s Association; 978-534-9755

Rodney Conrad, Independent State Certified Instructor; 978-407-7781,

Chuck Doherty, Independent State Certified Instructor; chuckedoherty.firearms@gmail.com

Gary Esteves, Independent State Certified Instructor; 978-537-2459, 978-833-8908

Shawn R. Silvia, Independent State Certified Instructor; 617-795-0025

William J. Stanney; Independent State Certified Instructor; wstanney@verizon.net

Mass Firearms School; info@massfirearmsschool.com; www.MassFirearmsSchool.com; 800-308-6212

Budo Kai Martial Arts; Rick LeClair; Independent State Certified Instructor; 978-537-4434

The ONLY EXCEPTION is Current members of the US military (including the MA National Guard) are exempt from having to complete a basic firearms safety course as a prerequisite for a firearms license. They must submit their current military ID in lieu of the certificate.

- Must, for LTC only, submit **two (2) Character Reference Letters**.

The reference letters cannot be from family members, members of the same household, or from any employee of the Leominster Police Department. The reference letters will not be accepted by mail, fax or email. Please bring the letters with you at the time of your appointment. Reference letters should contain the person’s name, complete home address (P.O. Box addresses and work address are not acceptable) and telephone number. Types of things that should be in the character reference letters are how long they have known you, what type of person you are, etc... The letters will not be accepted if they are not signed and dated. The letters should be addressed to “Leominster Police Department” not to “Whom it may concern”.

- Must present your valid/current **Driver’s License or Massachusetts Identification Card**

Your driver’s license will not be accepted without your current Leominster address or if it is expired. The address can be on a sticker on the back if you have not renewed your license since you last moved.

- Must present your **Birth Certificate and/or Passport and/or Naturalization Certificate**.

Your birth certificate must be an original; it can be the long or short form but must have the issuing city’s seal on it. Your passport will not be accepted if it is not signed or if it is expired. If submitting a naturalization certificate it must be an original and a passport will not be accepted in place of the naturalization certificate.

- If you are applying for employment purposes, you will need to know your employer’s business name and complete physical address as this information is requested on the application.

Please see reverse side for renewal applicant requirements

RENEWAL APPLICANTS

**FIREARMS IDENTIFICATION CARD (FID) OR
LICENSE TO CARRY FIREARMS (LTC)**

- The appointment for renewal applicants will take approximately 15 to 40 minutes. Please allow sufficient time.
- The non-refundable State fee for renewal applicants is as follows: FID Cards and LTC's for applicants one hundred dollars (\$100.00); applicants over 70 years of age is Free (\$0.00); Law Enforcement Officials is twenty five dollars (\$25.00); the appropriate fee is payable at the time of your appointment. Bank checks & money orders only, made payable to the Leominster Police Department. Cash or personal/business checks will not be accepted. In order to receive the Law Enforcement discount, you need to provide proof that you are a Law Enforcement Official.
- Must present your most recent Firearms Identification Card or License to Carry Firearms. If you hold a valid/current License to carry or Pistol Permit in any other state, please bring the permit(s) with you.
- Must present your valid/current **Driver's License or Massachusetts Identification Card** Your driver's license will not be accepted without your current Leominster address or if it is expired. The address can be on a sticker on the back if you have not renewed your license since you last moved.
- Must present your **Birth Certificate and/or Passport and/or Naturalization Certificate** (if we do not already have it on file). Your birth certificate must be an original; it can be the long or short form but must have the issuing city's seal on it. Your passport will not be accepted if it is not signed or if it is expired. Your naturalization certificate must be an original.
- Must, for LTC only, submit **2 Character References**. The character reference letters are not required for renewals, however, the automated application does ask for reference information. Please supply the name, address and telephone number for 2 character references for the application in the space provided below. The character references cannot be family members or members of the same household or any employee of the Leominster Police Department. The address must be the person's home address (post office box addresses and work addresses are not acceptable).

Name _____ Street _____ Number _____
and Name _____
City _____, State _____ Zip Code _____
Home _____ Cell _____

Name _____ Street _____ Number _____
and Name _____
City _____, State _____ Zip Code _____
Home _____ Cell _____

- You will need to know your employer's business name and complete physical address. This information is requested on the application.