



City of Leominster

POLICE DEPARTMENT

29 Church St.

Leominster, Ma. 01453-3100

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

- Appointments are required to complete the licensing process for new applicants only and are available at 29 Church Street. Appointments are available Monday through Thursday. Email LTC@police.leominster-ma.gov to schedule an appointment. The appointment for applicants takes approximately 30 to 60 minutes. **Masks will remain on during the entire length of your appointment.**
- Signed applications are required. <http://www.mass.gov/eopss/firearms-reg-and-laws/frb/>.
- Your driver's license photo will be your LTC/FID photo. Fingerprints (new applicants) will be taken at the time of your appointment.
- Applicants: 15-17 years of age must have a parent or legal guardian present at your appointment. A letter granting permission for the FID is required. It must be signed, dated, and addressed to the "Leominster Police Department". The parent or legal guardian will need their driver's license. The non-refundable State fee for applicants is \$25.00.
- Non-refundable State Fees: FID/LTC's for applicants \$100.00; renewal applicants over 70 years of age are Free; Law Enforcement Officials/Retired LEOs \$25.00, with ID. The appropriate fee is payable at the time of your appointment. **Treasurer's check, or money orders only, payable to the Leominster Police Department. NO CASH OR PERSONAL CHECKS.**

SPECIAL NOTICE –BACKGROUND QUESTION:

When completing your application, pay close attention to Question #4. Please understand the question "Have you ever appeared in any court as a defendant" includes all adult and juvenile appearances. It does not matter when you appeared or the final disposition of the case. If you have ever been charged with a crime or seen the inside of a courtroom as a DEFENDANT your answer must be YES. Making a false statement on your application may be considered grounds for denial. (M.G.L Ch.140, s. 131) If you have appeared in court for any criminal offense, or if you were the subject of a 209A Restraining Order, you should obtain and submit copies of police reports, 209A affidavits and court documents.

If you need a copy of your state criminal record: <http://www.mass.gov/eopss/agencies/dcjis/>.

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

Failure to supply any information at the time of your appointment will result in your appointment being rescheduled.

- The Application
- The non-refundable State fee- Bank check or money order only, no personal checks or cash.
- You must submit a **Safety Course Certificate**. 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. You must submit a current military ID in lieu of the certificate.
- You must present your valid/current **Driver's License or Massachusetts Identification Card**.
- You must present your **Birth Certificate or Naturalization Certificate**. Your birth certificate must be an original, long, or short form but must have the issuing city's seal on it. If submitting a naturalization certificate, it must be an original. A passport will not be accepted in place of the naturalization certificate.

RENEWAL APPLICANTS' FID OR LTC CHECKLIST
Drop off or mail in only No appointment needed.

- The completed, signed application, all 4 pages. Please include your email address for ease of pickup once your new card arrives.
- The non-refundable State fee- Bank check or money order only, no personal checks or cash.
- If you hold a valid/current License to carry or Pistol Permit in any other state, please photocopy the permit(s).
- You must photocopy your valid/current **Driver's License or Massachusetts Identification Card**. Your driver's license information, through the RMV, must reflect a current Leominster address.
- You must photocopy your **Birth Certificate or Naturalization Certificate** (if we do not already have it on file). Your birth certificate, long or short form but must have the issuing city's seal on it.

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/>

UPDATED: 03/17/2023