



WAKEFIELD POLICE DEPARTMENT

One Union Street, Wakefield, Massachusetts, 01880

Emergency 911

Business 781-245-1212

Administration 781-246-6323

FAX 781-245-1299

Instructions for Firearms Licensing Applications

- **COST - Application processing fees are non-refundable ALL CHECKS MUST BE MADE PAYABLE TO "TOWN OF WAKEFIELD" Only checks or money orders accepted, (NO CASH).**

All Licenses To Carry and FID cards require a \$100.00 application fee.

FID card to persons under 18 yrs require a \$25.00 application fee.

Renewals for applicants age 70 yrs or older are free.

APPLICATIONS WILL NOT BE PROCESSED UNLESS ACCOMPANIED WITH THE APPROPRIATE PAYMENT.

- **TRAINING CERTIFICATES:**

License to Carry All new applicants must provide a Massachusetts State approved certificate of training (photo copy).

FID cards require a training certificate (Hunter and Safety course).

- **PLEASE SUBMIT THE COMPLETED APPLICATION FORM WITH THE APPLICATION FEE AND ANY OTHER REQUIRED PAPERWORK TOGETHER IN A COMPLETE PACKAGE.**

- **APPLICATION PROCESSING:**

New Applicants: Will be contacted by the licensing officer after dropping off completed packets to schedule an appointment for processing. Please provide the best telephone number to be reached at on the application.

Renewal Applicants: Will need to return to the station at least 3 business days after dropping off completed packets to finish processing. No appointment is necessary. Licensing officers are available Monday through Friday between 8:30 AM and 2:30 PM for renewal applicants.

- **CONTACTS:**

For questions regarding firearms licensing procedures, forms or application processing, contact the Records Department 339-219-4602.

Keep this instruction form for reference.



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IMPORTANT NOTICE TO ALL LTC/FID APPLICANTS (NEW OR RENEWAL)

Have you ever appeared in any court as a defendant for any criminal or criminal traffic offense?

Many traffic offenses are criminal so make sure you know the correct answer before answering the question. You do not have to put down minor traffic offenses that are civil infraction like a speeding ticket. The key word is “appeared.” Do not confuse this with arrested. Just because you were not arrested does not mean you should answer no to this question if in fact you did appear in court.

Having been arrested and convicted of certain crimes does not necessarily prohibit you from getting your LTC or FIC Card. However, not putting the information down on the application does. Understand the “ever appeared” includes all adult and juvenile appearances. It does not matter if you were found not guilty. If the charges were dismissed or continued without a finding, you have to put it down.

If you do not answer truthfully we will find out, no matter how long ago. If you have a sealed record, let us know as some sealed records have disqualifying information and some do not, which we will find out. The Firearms law allows us to review sealed records so put it down.

We will not accept: “I forgot,” “They told me it would not show up,” “It never showed up before,” “That was so long ago.” If you are not sure, put it down.

Remember, you are signing under the penalties of perjury and you may be denied a license for this. If you are a renewal applicant, make sure you answer this question correctly. Firearms laws have changed substantially in recent years and what may not have been a disqualifier before, may now be.



**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 Driver's 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).

5. Have you ever been arrested or appeared in court as a defendant for any criminal offense? YES NO

6. Are you the subject of any pending criminal charges? YES NO

7. Have you ever been convicted of a felony? YES NO

8. 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

9. Have you ever been convicted of a violent crime or a crime of domestic violence? YES NO

10. Have you ever been convicted as an adult or adjudicated a youthful offender or delinquent child in any state or federal jurisdiction? YES NO

11. 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

12. Are you currently the subject of any outstanding arrest warrant in any state or federal jurisdiction? YES NO

13. 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		
_____	_____	_____	_____
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:

- Unrestricted
- Target & Hunting
- Sporting
- Employment

Use lines below to indicate the reason(s) you are requesting the license; 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 _____ month _____ 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 NOTICE



March 2015

Dear Massachusetts Firearms License Applicant:

In August of 2014, Chapter 284 of the Acts of 2014 was signed into law. This action amended the Massachusetts gun law and made changes to many of the law's provisions.

One of the changes made by the new gun legislation was the requirement that the Massachusetts Department of Criminal Justice Information Services (DCJIS) create a "Massachusetts Gun Portal." The purpose of this Gun Portal is to allow individual firearms licensees and gun owners to report the personal sale, transfer, and surrender of firearms to the DCJIS via the internet. The goals of this provision were (1) to provide an easy, safe, electronic method for licensees to report firearms sales, transfers, and surrenders and, therefore, comply with the reporting requirements of the gun law, and (2) to speed the entry of gun sale, transfer, and surrender data into the Massachusetts Instant Record Check System (MIRCS) database. The new gun law requires the Gun Portal to be operational by March 15, 2015.

As a result of the above, the DCJIS will implement the Massachusetts Gun Transaction Portal on Sunday, March 15, 2015. The portal will be available at <https://mircs.chs.state.ma.us/fa10>. Once implemented, all Massachusetts firearms licensees and gun owners will be required to report all personal sales, transfers, and surrenders of firearms to the DCJIS via the new Portal. Paper FA-10 forms will no longer be accepted by the DCJIS for these transactions and will be returned to the submitting individual.

Should you have any questions about the changes identified in this communication, please contact the DCJIS Firearms Records Bureau at 617.660.4782.

Respectfully,

DCJIS Firearms Records Bureau

