



# Maynard Police Department

Chief Mark W. Dubois

## 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. Stephen Jones, sjones@maynardpolice.com	Mon-Fri	9am -2pm
Sgt. William Duggan, wduggan@maynardpolice.com	Evenings	3pm- 9pm
Sgt. Brian Cushing, bcushing@maynardpolice.com	Evenings	3pm- 9pm

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)  
License fee for F. I. D. RESTRICTED (Chemical spray): \$25.00  
Renewal for F.I.D. RESTRICTED (Chemical spray) 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 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.

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

	Date	Place	Naturalization No.
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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.**

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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 \_\_\_\_\_ month \_\_\_\_\_ year

Signature of Applicant: \_\_\_\_\_