

## BROCKTON POLICE DEPARTMENT

### LICENSE TO CARRY FIREARMS (LTC), FIREARMS IDENTIFICATION CARD (FID)

#### APPLICATION GUIDELINES

Upon submitting your application, you must provide us with the documents listed below. Please be advised that if you fail to provide us with the following on the date and time of your scheduled appointment, the appointment will be cancelled and rescheduled for a later date.

- **APPLICATION**: Applications are to be completed prior to your scheduled appointment. Please be sure to answer truthfully and type or print clearly. Be advised that if your application is not completed truthfully, your LTC or FID request will automatically be denied.
- **FIREARMS SAFETY COURSE**: First time applicants are required to attend a Massachusetts Basic Firearms Safety Course or provide a certificate issued by the Division of Fisheries and Wildlife pursuant to the provisions of section 14 of chapter 131, evidencing completion of a Hunting Safety Course, shall serve as a valid substitute for a Firearms Safety Certificate required under this section. A certificate from either course will be required on the date of your appointment. No Safety Certificate is required for active duty military personnel.
- **CITIZENSHIP**: United States Citizens are required to bring their Birth Certificate, Naturalization Certificate or Passport to prove citizenship. Naturalized citizens are required to bring their Naturalization Certificate, which includes their naturalization number, date naturalized and location. Non-citizens must provide a valid Permanent Resident Alien Card (Green Card) which includes their green card number and resident since date.
- **LETTER TO THE CHIEF OF POLICE**: Applicants need to write a separate letter addressed to the Chief of Police, specifying the reasons why you are requesting such a license.
- **RESIDENCY**: Applicants must provide one of the following documents to prove residency: utility bill, phone bill, tax bill, credit card statement, etc. If a business the owner must provide a Business Certificate or Corporate Documents with an address in the City of Brockton.
- **RENEWAL**: Applicants are required to complete the application and provide proof of residency.
- **LICENSE FEE**: LTC applicants must be 21 years old. The processing fee is \$100.00 dollars, payable by cash or money order **ONLY**. A FID applicant 18 and over, the processing fee is \$100.00 dollars. A FID applicant 15 -17 years old is \$25.00 dollars. Renewal fee will be waived for applicants 70 years of age and older.
- **APPOINTMENTS**: All applications are by **APPOINTMENT ONLY**. To make your appointment, please contact Officer Michael Skinner at 508-897-5214 or [miskinner@brocktonpolice.com](mailto:miskinner@brocktonpolice.com). E-mail is preferred.



**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  
TEL: 617-660-4600 | TTY: 617-660-4606 | mass.gov/cjis

PD USE ONLY	
FTN:	_____
LIC #:	_____

**Submit this form and direct any questions 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 (Optional)			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

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: \_\_\_\_\_