

## 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. NOTICE: The State has determined that "On-Line" or "Virtual" Safety Courses are no longer acceptable. 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 at least one of the following documents help prove residency (other sources will also be used for verification): 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 the firearms licensing officer via email [firearms@brocktonpolice.com](mailto:firearms@brocktonpolice.com).