



**Ryle D. Heagney**  
Chief Of Police

## **Attleboro Police Department**

12 Union Street

Attleboro, Massachusetts 02703

Telephone: (508) 223-2224 Fax: (508) 223-2210

attleboropolice.org

### **REQUIREMENTS FOR A "NEW" OR "RENEWAL" APPLICATION FOR A "FIREARMS IDENTIFICATION CARD" (FID) OR "LICENSE TO CARRY" (LTC)**

- A photo will be taken at the time of your appointment.
- Applicant must be an Attleboro "resident" or "business owner".
- Appointments are required to complete the automated application. Appointments are offered to you, after you bring in the proper, required documentation.
- If you use reading glasses, please bring them with you as you will need them.
- If your employer requires you to have a firearms permit to perform your job, you must submit a letter from your employer on their company letterhead indicating the reason for the request (why they require you to carry on the job). The letter will not be accepted if it is not signed, dated and addressed to the "**Attleboro Police Department**". The letter will not be accepted if it is addressed to "Whom it may concern". Law enforcement officials do not have to provide this letter if proper identification is provided.
- At the time of the appointment the applicant must be between the ages of 15-17 for an FID Card, with a letter from a parent or guardian granting permission for such FID Card. No letter is required for an applicant 18 years of age or older seeking an FID Card. The applicant must be 21 years of age or older to apply for an LTC.
- The appointment for new applicants takes approximately 15-30 minutes. Please allow sufficient time.
- If you are between the ages of 15-17, you must provide a letter from a parent or guardian granting permission for the FID Card. The permission letter will not be accepted if it is not signed, dated and addressed to the "**Attleboro Police Department**". The letter will not be accepted if it is addressed to "Whom it may concern". A parent or guardian must be present at your appointment. The parent or guardian that you reside with, will need their driver's license and proof of residence (a recent utility bill, etc...).
- The non-refundable fee for new applicants is as follows: FID Cards for applicants age 15-17 is Twenty-Five Dollars (\$25.00); FID Cards and LTC's for applicants 18 years old or

older is One Hundred Dollars (\$100.00); Law Enforcement Officials is Twenty-Five Dollars (\$25.00). The appropriate fee is due at the time of your appointment. "Checks or Money Orders" only. **"Cash will not be accepted"**. All checks must be made payable to the **"City of Attleboro"**. In order to receive a law enforcement discount, you need to provide proof that you are a Law Enforcement Official.

- First time applicants must submit a **Safety Course Certificate (ORIGINAL CERTIFICATE ONLY!!!)**. The original certificate will be copied and returned back to you. The firearms safety course instructor must be certified by the Commonwealth of Massachusetts and the safety course must be approved by the Colonel of the Massachusetts State Police. You must present the safety course certificate at the time you make your appointment. The following websites will give you a list of instructors approved in this area: Gun Owners Action League ([www.goal.org](http://www.goal.org)) and Mass Wildlife Hunter Safety Education Program ([www.wildlife.org](http://www.wildlife.org)).
- You must, for LTC and FID Card applicants, **submit (2) character reference letters**. Character reference letters cannot be from family members or members of the same household. The reference letters will not be accepted by mail, fax or e-mail. Please bring the letters with you when you come in to make your appointment. The reference letters should contain the person's name, complete home address (P.O. Box addresses and work address are not acceptable) and phone number. Types of things that should be in the reference letters are how long they have known you, what type of person you are, etc. Character reference letters will not be accepted if they are not signed, dated and addressed to the **"Attleboro Police Department"**. The letter will not be accepted if it is addressed to "Whom it may concern".
- You must present your current/valid **Driver's License or Massachusetts Identification Card**. Your driver's license will not be accepted without your current address or if it is expired. The address can be on a sticker on the back if you have not renewed your license since you last moved.
- You are required to present **Proof of Attleboro Residency; 2 are required**. Examples of proof of residence: Pay Stub, Bank Statement, Utility Bill, Tax or Excise Bill etc. The documents must include your full name and address as they appear on you firearms application.
- You will need to know your employer's business name and complete business address as this information is requested on the application.

#### **SPECIAL NOTICE (QUESTION #4)**

If you answer "NO" to this question and offenses are found on you record, regardless of the outcome of the proceedings, it can be just cause for the denial of your application and/or the revocation of your current FID/LTC. The offenses will show up even if your lawyer or a judge/magistrate said that they would not appear on your record. Juvenile offences and sealed records are subject to review to determine eligibility for firearms

licensing. Providing false information on the application is punishable by a fine of not less than Five Hundred Dollars (\$500.00) nor more than One Thousand Dollars (\$1000.00) or by imprisonment for not less than Six (6) months nor more than two (2) years in the house of correction or by both fine and imprisonment.

If you would like to request a copy of your criminal record, go to [www.mass.gov/chsb](http://www.mass.gov/chsb). On the left hand side of the page, click on Criminal Offender Record Information (CORI) then follow the on-line instructions.

Examples of non-criminal offenses (whether convicted or not) that **WILL NOT** appear on your criminal record: Failure to use directional signal, headlight/taillight out, speeding ticket, traffic sign/light violation, etc. These non-criminal offenses do not need to be reported on the application.

Examples of some criminal offenses (whether convicted or not) that **WILL** appear on your record: Abuse Prevention or Abuse Order, Assault & Battery, Attaching Wrong M/V Plates, Breaking & Entering, Burglary, Compulsory Insurance Violations, Common Street Walker, Disorderly Conduct/Person, Operating a M/V so as to Endanger, Drunk Driving (DWI/OUI), Fish/Game/Hunting Violations, Driving with a Suspended/Revoked License, Health Code Violations, Larceny/Shoplifting, Lewd and Lascivious Behavior, Minor Transporting Alcohol, Non Payment of Child Support, Possession of a Dangerous Weapon, Possession of Drugs, Alcohol Possession Violations, Receiving Stolen Property, Resisting Arrest, Threatening, Threatening or Annoying Phone Call(s), Trespassing, etc...

Keep in mind that there are other offenses not listed here that may appear on your record. This is just a list of criminal offenses that you are required to report at the time of your application. The charge, date and disposition are required on the application. The elapsed time of the offenses and the number of times that you have renewed your FID/LTC has no bearing on whether you need to report the offenses or not. If you have been arrested or appeared in court in front of a judge or magistrate at any time as a defendant, you need to report it regardless of what your lawyer or the judge/magistrate may have told you.

#### **SPECIAL NOTICE (CHANGE OF ADDRESS)**

Mass General Law requires that any licensee shall notify, in writing, the licensing authority who issued said FID/LTC, the Chief of Police whose jurisdiction the licensee moves to and the Executive Director of the Criminal History Systems Board of any address change. Such notification shall be made by Certified Mail within Thirty (30) days of its occurrence. Failure to do so shall be cause for suspension or revocation of said FID Card or LTC. (M.G.L. c.140 s.131) and (M.G.L. c.140 s.129B). The address change form is available at any police station or on the Criminal History Systems Board website at <http://www.mass.gov/portal/>.

According to M.G.L. Chapter 140, s129B and s131, all applicants for firearms licenses (Class A, B, C or D), who have been confined to any hospital or institution for mental illness, or who have been under treatment for, or confinement for drug addiction and/or habitual drunkenness (alcoholism), shall be denied a license unless they comply with the following:

**If previously under treatment for or confinement for mental illness**

In these cases, the applicant MAY be issued a license provided:

He/she submits an affidavit of a registered physician, attesting how the physician became familiar with the history of the patient. Also that such physician is familiar with the applicant's mental illness (past or present) history of mental illness and that in such physician's medical opinion the applicant is not disabled by such mental illness in any manner that should prevent the applicant from possessing a firearm, rifle or shotgun. **Physician's please note:** Unless the affidavit includes the above wording, the application will be denied. Must also include the statement; This affidavit is signed under the pains and penalties of perjury.

**If previously under treatment for or confinement for drug addiction and or habitual drunkenness (alcoholism)**

In these cases, the applicant MAY be issued a license provided;

He/she submits an affidavit of a licensed physician, attesting that such physician knows the applicant's history of treatment and is familiar with the applicant's past history of alcohol and/or drug abuse and that:

- (a) Five years have elapsed since successful termination of treatment, or confinement for such alcohol and/or drug abuse.
- (b) That in such physician's opinion, he/she is deemed to be cured of such condition.

**Physician's please note:** Unless the affidavit includes the above wording, the application will be denied. Must also include the statement; This affidavit is signed under the pains and penalties of perjury.

The affidavit must be typewritten on the physician's full size sheet, letterhead stationery and must be signed by the physician. It must include a phone contact number and address for verification, please address the letter to the attention of:

**Chief Kyle P. Heagney  
Attleboro Police Department  
12 Union Street  
Attleboro, MA 02703**

## **Licenses to Carry Firearms in Massachusetts Disqualification & Exemptions**

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### **C.140 s131 - Automatic Lifetime Disqualifiers for LTCs - Mental Illness**

The applicant will be automatically disqualified if he or she:

- (i) has been confined to any hospital or institution for mental illness

**Note:** Unless the applicant submits with his application an affidavit of a registered physician attesting that such physician is familiar with the applicant's mental illness and that in such physician's opinion the applicant is not disabled by such an illness in a manner that should prevent such applicant from possessing a firearm.

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### **C.140 s131- Lifetime Disqualifiers for LTCs – Drug Addiction or Drunkenness**

The applicant will be automatically disqualified if he or she:

- (i) is or has been under treatment for or confinement for drug addiction or habitual drunkenness

**Note:** Unless such applicant is deemed to be cured of such condition by a licensed physician, and such applicant may make application for such license after the expiration of five (5) years from the date of such confinement or treatment and upon presentment of an affidavit issued by such physician stating that such physician knows the applicant's history of treatment and that in such physician's opinion the applicant is deemed cured.

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**RENEWAL APPLICANTS**  
**'FIREARMS IDENTIFICATION CARD' (FID) OR**  
**'LICENSE TO CARRY FIREARMS' (LTC)**

● The appointment for renewal applicants will take approximately 15 to 30 minutes. Please allow sufficient time.

● The non-refundable fee for new applicants is as follows: FID Cards for applicants 15-17 is twenty five dollars (\$25.00); FID Cards and LTC's for applicants 18 or older is one hundred dollars (\$100.00); Law Enforcement Officials is twenty five dollars (\$25.00); Class D FID Cards (Chemical Propellants - Chemical Mace, Pepper Spray, etc...) is twenty five dollars (\$25.00). The appropriate fee is payable at the time of your appointment.

Checks only, cash will NOT be accepted. All checks are to be payable to: "City of Attleboro". In order to receive the Law Enforcement discount, you need to provide proof that you are a Law Enforcement Official.

● Must present your most recent Firearms Identification Card or License To Carry Firearms.

● Must present your valid/current Driver's License or Massachusetts Identification Card  
Your driver's license will not be accepted without your current Attleboro address or if it is expired. The address can be on a sticker on the back if you have not renewed your license since you last moved.

● Must present your Proof of Attleboro Residency; 2 are required  
Examples of proof of residency are; Pay Stub, Bank Statement, Utility Bill, Tax or Excise Bill, or Insurance Bill that includes your full name and address that is on the application.

● Must, for LTC and FID card applicants, submit two (2) Character Reference Letters.  
Character reference letters can not be from family members or members of the same household. The reference letters will not be accepted by mail, fax or email. Please bring the letters with you when you come in to make your appointment. The reference letters should contain the persons name, complete home address (P.O. Box addresses and work address are not acceptable) and telephone number. Types of things that should be in the character reference letters are how long they have known you, what type of person you are, etc...

The letters will not be accepted if they are not signed, dated and addressed to the "Attleboro Police Department". The letters will not be accepted if they are addressed to "Whom it may concern".

The address must be the person's home address (post office box addresses and work addresses are not acceptable).

Name \_\_\_\_\_  
Street Number and Name \_\_\_\_\_  
City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home \_\_\_\_\_ Work \_\_\_\_\_  
Cell \_\_\_\_\_

Name \_\_\_\_\_  
Street Number and Name \_\_\_\_\_  
City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home \_\_\_\_\_ Work \_\_\_\_\_  
Cell \_\_\_\_\_

● You will need to know your employer's business name and complete physical address. This information is requested on the application. Please know this information or write it down before you come in.

● If you hold a valid/current License to Carry or Pistol Permit in any other state, please bring the permit(s) with you.



**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: 617-860-4600 | TTY: 617-860-4606 | 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).

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.**

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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

\_\_\_\_\_ 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: \_\_\_\_\_