

## **PROCEDURES RELATING TO THE ISSUANCE OF A LICENSE TO CARRY FIREARMS**

### **All Applicants must have taken a recent safety course certified for Massachusetts by the State Police before applying for a License to Carry**

1. Applications are now done on line at the time your appointment is scheduled. There is no need to download an application. Keep in mind appointments are needed and must be on a Tuesday or Friday between 9:00am -10:30 am. Please call Maureen Garrity at (781) 932-4510 ext. 888 to schedule your appointment.

Class A License to Carry authorizes the possession and carrying of large capacity firearms, rifles, shotguns and feeding devices. Class A License to Carry is required to carry concealed. Class A License can be restricted, depending on reason for applying.

The City of Woburn issues a Class A Restricted License unless applicant is a business owner or law enforcement.

#### **\*\*\*\*LARGE CAPACITY WEAPON DEFINITION\*\*\*\***

Any firearm, rifle or shotgun (1) that is semi-automatic with a fixed large capacity feeding device (capable of accepting or can be readily converted to accept more than 10 rounds of ammunition or more than five shotgun shells, (2) that is semi-automatic and capable of accepting or readily modifiable to accept, any detachable large capacity feeding device (3) that employs a rotating cylinder capable of accepting more than ten rounds of ammunition in a rifle or shotgun or five shotgun shells or (4) that is an assault weapon.

- a. Letters of reference from 3 persons who are either known to or otherwise found satisfactory by this Department. Each letter should be addressed to Chief Robert Ferullo, Woburn Police Department, 25 Harrison Avenue, Woburn, MA 01801. In addition to general reference information regarding the applicant, each letter shall state that the applicant is of sound mind and character and is believed by this reference to have demonstrated responsibility for the safe possession of a firearm. Each reference must state how long they have known the applicant and the specific basis for their opinion that the applicant is responsible and of sound mind. Each reference must also indicate their willingness to be interviewed by the licensing authority. Name and Address must also be on the letter so we can contact the reference.

- b. A letter from the applicant's employer may be required for Class A License. Business owners should write a letter to the Chief describing their business on their letterhead and enclose some recent deposit slips. Reference letters from members of this department will not be accepted.
    - c. A letter from the licensing authority can be given to applicants that are applying for jobs which require Class A – No Restrictions. Class A will be given upon accepting employment . The letter states that Class A “Employment” will be given once the applicant has the job.
- 2. Applicants will be required to take a written test prepared and offered by this department at the time they submit the completed application form. The test will be based on the New Gun Law for 1998.
  - a. A passing grade of 70% is required.
  - b. The applicant must provide proper positive identification at this time.
  - c. If the applicant fails to pass the written examination he or she will not be eligible to retake the exam for a period of three months. It will not be necessary to file a new application at the time of the retesting provided all of the information on the original application remains unchanged.
- 3. Pursuant to M.G.L. C140, Sec. 131 an applicant shall be denied a license if he/she:
  - a. Is under the age of twenty one
  - b. Is an alien (License provided by the Colonel of State Police if requirements are met).
  - c. Does not reside or have a place of business within the City of Woburn
  - d. Is subject to a suspension or surrender order or a protection order issued pursuant to M.G.L. Ch 209A.
  - e. Has been confined to a hospital or institution for mental illness, unless he has an affidavit from a physician stating he is not disabled by such illness in a manner that prevents him from possessing a firearm.

- f. Has been convicted or (adjudicated delinquent or as a youthful offender) of a felony, a misdemeanor punishable by more than two years imprisonment, a violent crime or a weapon or drug offense.
4. To qualify for a license to carry a firearm all applicants must demonstrate that they are suitable persons to possess a firearm and that they have a proper purpose for carrying a firearm. All such applications will be approved or disapproved within the sound discretion of the Chief of Police.
5. The following persons will be considered to have demonstrated a “good reason to test” for the purpose of acquiring a license to carry a firearm under M.G.L. Ch. 140 & 131. The applicants may be approved for a Class A (No Restriction) if they meet the requirements which allow one to carry a concealed weapon. A Class A permit is issued in other cases for Target and Hunting.
  - a. Private Citizens who have demonstrated a specific and actual fear for his or her property. Such fear must necessitate the use of a firearm for protection. (Generalized fear of potential crimes against the person is not sufficient)
  - b. Persons employed as Law Enforcement Officers
  - c. Persons employed as security officers, guards, detective or investigators. A letter from their employer is required. The Class of License will be restricted to the employment and in traveling to and from it. The licensee must notify the licensing authority upon termination of such employment and the license will be void forthwith.
  - d. Business proprietors, professional persons or their employees who are responsible for large sums of money for payrolls or bank deposits. Documentary proof of such responsibility must be offered by the applicant showing good reason to fear injury to his or her person or property.
6. In addition to the foregoing requirements and conditions every applicant for a License to Carry a firearm must:
  - a. Demonstrate his or her knowledge in the care and proper handling of firearms by submitting documentation of a Basic Firearm Safety Course by a certified firearms instructor.
  - b. Be familiar with the legal limits on the use of deadly force under the Laws of the Commonwealth. The applicant will be given a memorandum entitled “Acknowledgements of Limits on the Use of Deadly Force” to be signed and certified that he/she has read it.

7. The fee for a License to Carry is \$100.00 and is valid for 6 years. Checks should be made payable to the City of Woburn.
8. The Chief of Police will review applications of all who have successfully completed the requirements. The Chief reserves the right to issue a License to Carry to persons he determines is suitable to carry a firearm.



**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 POSSES 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 (Optional)	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)

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:**

- 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: \_\_\_\_\_

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: \_\_\_\_\_