



Quincy Police Department  
One Sea Street  
Quincy, MA 02169  
(617) 479-1212  
TTY: (617) 376-1375



PAUL KEENAN  
CHIEF OF POLICE

**A Massachusetts Safety Course Certificate with Certified Live Fire is required for all new applicants, prior to applying for an LTC or FID.**

Please complete the attached Firearms Application.

All questions must be answered completely.

The cost for any Firearms License is \$100.00. There is no charge for renewal applicants 70 years of age or older.

Cash or Check. Photos will be taken here.

Please Note on Questions #5: Have you ever appeared in any court as a defendant for any criminal offenses (excluding non-criminal traffic offenses). Key word is "APPEARED", no necessarily arrested. Appearances by an attorney on your behalf must be disclosed. Having been arrested and convicted of a crime does not necessarily prohibit you from getting an LTC or FID. Not disclosing this information does.

Understand that "ever appeared" includes all adult and juvenile appearances. It does not matter if you were found guilty or if the charges were dismissed or continued without a finding. Please write it down. If you have a sealed record, let us know. We will not accept "I forgot" or "They told me it would not show up" or "That was so long ago."

Remember – You are signing under the penalties of perjury. If you are untruthful, you will be denied and may face prosecution.

**\*\* All references MUST include phone numbers \*\***

If you have any questions regarding this application, please contact our Firearms Division at 617-745-5819



**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
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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:**

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

Your FBI Identification Record may not reflect all instances in which you were arrested and fingerprinted. The FBI maintains criminal history records voluntarily submitted by local, state, federal, and certain international agencies. You may need to contact the arresting agency or the repository of the state in which the arrest(s) occurred for criminal history record information. A state repository is responsible for maintaining and updating state criminal history records.

## Frequently Asked Questions

### What is the processing time?

The FBI processes requests as quickly as possible; however, please allow several weeks for processing. You can obtain an estimate of the current processing time by calling (304) 625-5590.

### Can the FBI send the results to someone (or an agency) other than me?

Under the U.S. Department of Justice Order 556-73, the results must be returned to the requestor or his/her designated legal representative. A notarized authorization to release the results to the legal representative must accompany such a request.

### Where can I get my fingerprints taken?

Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some private companies offer this service — check the business listings in your telephone book.

### Why was I told there was a problem with my criminal history but I received my fingerprint card stamped "No Arrest Record?"

There are several instances in which this might occur, such as:

- 1) Removal of arrest information may have been authorized since you were advised of the record problem.

- 2) A previous search was conducted with a name and physical description only, and the descriptive data you provided matched or was very similar to that contained in another individual's record. Positive identifications are made by fingerprint comparisons.
- 3) The arresting agency may not have supplied the information to the FBI. You will need to contact the state repository in which the arrest occurred.

For additional information concerning your record request and the challenge process, please contact the Customer Service Group at (304) 625-5590 or refer to [www.fbi.gov/hq/cjisd/fprequest.htm](http://www.fbi.gov/hq/cjisd/fprequest.htm).

## Additional Concerns

### Firearm Background Checks

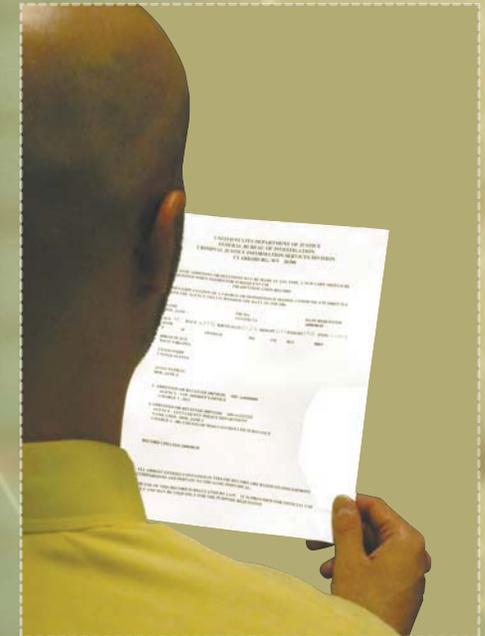
The Correspondence Group cannot access National Instant Criminal Background Check System (NICS) information or comment on firearm-related issues. The NICS Customer Service can be reached at (877) 444-6427 for firearm issues only or visit their Web site at [www.fbi.gov/hq/cjisd/nics.htm](http://www.fbi.gov/hq/cjisd/nics.htm).

### Licensing and Employment Background Checks

Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the requiring agency for correct procedures.



# How to Obtain and Challenge Your FBI Identification Record



## What is an FBI Identification Record?

An FBI Identification Record, often referred to as a "RAP Sheet," is a listing of information taken from fingerprint submissions retained by the FBI in connection with arrests. In some instances, it also includes information taken from fingerprints submitted in connection with federal employment, naturalization, or military service. The identification record includes the name of the agency or institution that submitted the fingerprints to the FBI. For criminal offenses, the identification record includes the date of arrest or the date the individual was received by the agency submitting the fingerprints, the arrest charge(s), and the arrest disposition(s) if known. The FBI's Criminal Justice Information Services (CJIS) Division is not the source of the arrest data reflected on an identification record. All arrest information included in an identification record is obtained from fingerprint submissions, disposition reports, and other reports submitted voluntarily by agencies having criminal justice responsibilities.

Due to provisions within the Privacy Act of 1974, the FBI cannot provide criminal history information via the telephone or facsimile.

## How do I obtain a copy of my FBI Identification Record for personal review?

**You may obtain a copy of your FBI Identification Record by sending a request to:**  
Federal Bureau of Investigation  
CJIS Division  
Attention: Record Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

### You are required to provide the following:

- 1) Your written request.
- 2) Payment for the \$18 processing fee, either by certified check or money order made payable to the U.S. Treasury, or a credit card. For credit card payment information, refer to [www.fbi.gov/hq/cjisd/fprequest.htm](http://www.fbi.gov/hq/cjisd/fprequest.htm).
- 3) A current, original tenprint fingerprint submission (not previously processed) taken by a local law enforcement agency and bearing your **name, date of birth, and place of birth**. Key information needed is magnified below.

### What will I receive?

In accordance with regulations established by the U.S. Department of Justice, the FBI's CJIS Division is empowered to furnish an individual with a copy of any record in our Criminal File pertaining to him/her or to advise the individual that no such record exists. In instances where a criminal history record exists in our Criminal File, the FBI Identification Record itself serves as our official reply. When no record is found, a dated "No Arrest Record" stamp, placed on the back of the fingerprint card the individual submitted for the Criminal File search, serves as our official reply.



## How do I challenge my record?

If, after reviewing your record, you believe it is inaccurate or incomplete, you may challenge the record by contacting the agency (or agencies) that originally submitted the information or by sending your challenge to the FBI's CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306. The Correspondence Group will contact the appropriate agencies in an attempt to verify or correct the challenged entry for you. Upon receipt of official communication from the agency with jurisdiction over the data, the FBI will make appropriate changes, if necessary, and notify you of the outcome. Updating your FBI criminal history record can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. When challenging, you should submit any supporting documentation you have in your possession that indicates the final outcome of the arrest(s).