



HOLDEN POLICE DEPARTMENT Firearms Application Checklist

My appointment day & time are: _____

Note: We recommend that all qualified applicants apply for a Class A LTC rather than a Class B LTC or an FID card. If you are issued a lesser license and wish to own a handgun in the future, you would need to reapply and pay another fee.

APPLICATION REQUIREMENTS

NEW:	Application Fee *	Application	Two References	Two Letters	Full Fingerprints	Class Certificate	Letter from Employer §	Appointment
Class A LTC	\$100	YES	YES	YES	YES	YES	See note	YES
Class B LTC	\$100	YES	YES	YES	YES	YES	"	YES
Class C FID	\$25/\$100	YES	NO	NO	YES	YES	"	YES
Class D FID	\$25	YES	NO	NO	YES	NO	"	YES
RENEWAL:								
Class A LTC	\$100	YES	NO	NO	NO	NO	See note	YES
Class B LTC	\$100	YES	NO	NO	NO	NO	"	YES
Class C FID	\$25/\$100	YES	NO	NO	NO	NO	"	YES
Class D FID	\$25	YES	NO	NO	NO	NO	"	YES
* No application fee for any LTC or FID if under age 70. Class C FID is \$25 if under age 18 / \$100 if age 18 or older. All fees are forfeited if application is denied.								
§ Applicants who need an LTC or FID for their job must submit a letter from their employer stating it is required.								

You must bring your complete application packet with you, or your appointment will be forfeited and you will have to reschedule. No action can be taken without all of the applicable items:

- ☐ **All applicants**, for all LTCs and FID cards, new and renewal, must make an application appointment with a licensing official. **Scheduling is done online.** See holdenpd.com/firearms.htm for instructions.
- ☐ **All applicants** must bring their **completed** application form, signed and dated.
 - All applicable questions must be completed.
 - If you answered "yes" to any question 1-14 on page 2, you must give details (1st question, page 3).
 - See table above for reference and letter of recommendation requirements.
- ☐ **All applicants under 70 years of age** must bring payment.
 - \$100 for LTC and Class C FID card / \$25 for Class C FID card if under age 18.
 - \$25 for Class D (Chemical Propellant (mace) Only) FID card.
 - Cash or check made payable to: Town of Holden Police Department.
 - Applicants over age 70 are exempt from the application fee per Massachusetts state law.
- ☐ **All new applicants** must have full fingerprints taken.
 - Full print s will be taken at your appointment
 - Alternatively, 10-print cards completed at another Massachusetts police department will be accepted.
- ☐ **New applicants for Class A or B License to Carry** must bring 2 letters of recommendation.
 - Letters should be on letterhead if possible, from a responsible non-family member stating that they feel you are a fit person to be licensed to carry firearms.
 - Letters must include: The word "firearm", your name, and the length of time the person writing the letter has known you.
- ☐ **Applicants applying in relation to their employment** must bring a letter from their supervisor on company letterhead verifying that the LTC or FID is required for employment purposes, and why.
- ☐ **New applicants for Class A or B LTC or Class C FID** must bring a certificate of completion for the state-approved Basic Handgun Safety Course or Hunter Safety Course, completed anywhere in Massachusetts within the past 1 (one) year. (Not required for renewals or Class D FID card applicants).



HOLDEN POLICE DEPARTMENT

1370 MAIN STREET HOLDEN, MA 01520

APPLICATION INFORMATION FOR LICENSE TO CARRY FIREARMS OR FIREARMS IDENTIFICATION CARD

Dear Applicant,

Contained herein is the basic information you will need in order to apply for a License to Carry Firearms (LTC) or a Firearms Identification Card (FID).

Please read the information sheets carefully, for there have been numerous changes in the law relative to the possession and use of firearms, rifles, and shotguns since 1998. Also, the Holden Police Department has made several procedural changes to accommodate the computerized processing of applications as required by the Commonwealth of Massachusetts.

1. To apply, applicants must be:
 - For a License to Carry (LTC):
 - A citizen 21 years of age or older;
 - For a Firearms Identification Permit (FID):
 - A citizen 18 years of age or older (ages 15 to 18 with the parent's or guardian's written consent); or
 - A naturalized citizen within the above age restrictions (applicant must present proof of naturalization); and
 - A resident of Holden or proprietor of a place of business in Holden; and
 - Not subject to any exclusion as listed in sections 7 and 8 of this document.
2. Types of permits you can apply for:
 - LTC Class A: Allows the holder to carry large capacity rifles, shotguns, and firearms (handguns). Firearms may be concealed.
 - Large capacity means any weapon that can hold the number of rounds listed below in the weapon itself and/or in a magazine which can be attached to the weapon:
 - Shotguns: Five (5) or more rounds;
 - Rifles: Ten (10) or more rounds; and
 - Firearms (handguns): Ten (10) or more rounds.
 - LTC Class B: Allows the holder to carry non-large capacity rifles, shotguns, and firearms (handguns). Firearms may not be concealed.
 - Non-large capacity means any weapon that cannot hold the number of rounds listed as a large capacity weapon.
 - .22 caliber weapons, regardless of the number of rounds that can be held, will not be considered large capacity.
 - FID Class C: Allows the holder to carry non-large capacity rifles and shotguns.
 - FID Class D: Allows the holder to carry chemical spray only.

3. Expiration dates:
 - Look carefully at the expiration date on your permit. Laws have changed. Some permits are good for 4 years, more recent ones for 6.
 - There is no grace period on LTC or FID permits issued prior to the time the 6 year expiration law took effect.
 - Your new permit will be good for 6 (six) years, with a ninety (90) day grace period.
4. Required course:
 - The Basic Handgun Safety Course is required by the State for all **new** applicants applying for any LTC, or a Class C FID permit.
 - The course is not required for Class D FID applicants.
 - The course is not required for renewal applicants.
5. Costs:
 - The application fee for each permit, be it an LTC or FID, is \$100.00. Exception: The fee for a Class C FID card for applicants who are under 18 years of age is \$25.00.
 - Permits for chemical spray only are \$25.00, with no class requirement.
 - There is no application fee for those over 70 years of age, per State law.
 - The cost for the State-required safety course for new LTC and FIC Class C applicants will vary depending upon where the course is taken.
 - Application fee is payable at your application appointment. Please make checks payable to: Town of Holden Police Department. Appointments are made online.
 - If your application is denied, all fees are forfeited.
6. New Applicants:
 - Proof of no record, or a copy of the applicant's criminal history will be obtained from the Massachusetts Board of Probation by the police department.
 - If you are applying for a FID, there is no need for letters of recommendation
 - If you have no current LTC or have never had one, and are applying for one, you will need to obtain two (2) letters of recommendation.
 - The letters must be from a responsible person stating that, in their opinion, the applicant is a fit person to be licensed to carry a firearm;
 - The letters must be on letterhead; and
 - The letters must not be from a family member; and
 - The letters must state how long the person has known the applicant; and
 - The letters must contain the word "firearm".
7. Disqualifying factors:
 - Applicants for a FID are disqualified from obtaining one:
 - For life, if they have been:
 - Convicted of a violent crime;
 - Convicted of any offense involving trafficking in weapons; or
 - Convicted of any crime involving trafficking in drugs.
 - For five (5) years following the termination of a sentence, parole, or probation for any:
 - Conviction of a felony;
 - Conviction of a misdemeanor punishable by two (2) or more years in a house of correction;
 - Conviction of any weapons or ammunition violation;

- Conviction of any drug offense;
- Confinement to any hospital/institution for mental illness; or
- Confinement to any institution for drug addiction or habitual drunkenness.
- Applicants for a LTC are disqualified from obtaining one:
 - For life, if they have been:
 - Convicted of any offense which disqualifies them from obtaining a FID for life;
 - Convicted of any offense which disqualifies them from obtaining a FID for five (5) years;
 - Additional exclusions which will prevent one from obtaining a LTC include:
 - Being under twenty-one (21) years of age;
 - Not being a "suitable person" as determined by the Chief of Police.

8. Other exclusions:

- A person under 15 years of age cannot obtain a License to Carry under any circumstances;
- A person between 15 and 18 years of age must have a parent's written consent in order to be eligible for an FID card;
- Aliens are not eligible;
- A person currently subject to a Restraining Order is not eligible;
- A person currently subject to an outstanding Arrest Warrant is not eligible.

If you have any questions about the application process, please feel free to contact Sergeant Chris Noyes.

Sincerely yours,

David A. Armstrong
Chief of Police

**APPLICATION FOR NEW/RENEWAL OF A FIREARMS IDENTIFICATION CARD (FID) OR
LICENSE TO CARRY FIREARMS OR LICENSE TO POSSESS A MACHINE GUN**

***** **POLICE DEPARTMENT USE ONLY** *****

IT IS THE RESPONSIBILITY OF THE LICENSING AUTHORITY TO ENSURE THE IDENTITY OF THE NEW/RENEWAL APPLICANT IS TRUE AND ACCURATE, AND IN THE CASE OF A RENEWAL, THAT THE APPLICANT IS LINKED TO THE ORIGINAL TRACKING NUMBER.

IF RENEWAL ORIGINAL TRACKING NUMBER ¹

F ()
City/Town 9 Digit License Number

NEW LTC OR FID NUMBER

()
City/Town 9 Digit License Number

¹ THE ORIGINAL TRACKING NUMBER IS OBTAINED FROM THE FIRST ISSUED LTC/FID ISSUED UNDER THE GUN CONTROL ACT OF 1998, WHICH WENT INTO EFFECT ON OCTOBER 21, 1998.

PLEASE COMPLETE THIS APPLICATION FORM AND TAKE IT TO YOUR LOCAL LICENSING AUTHORITY. (LOCAL POLICE DEPARTMENT). DO NOT MAIL TO THE FIREARMS RECORD BUREAU.

PLEASE CHECK ONE:

[] NEW APPLICANT

[] RENEWAL – MOST RECENT LICENSE TO CARRY/FID CARD NUMBER _____
ISSUED FROM WHICH CITY/TOWN? _____, MA EXPIRATION DATE _____

CHECK THE TYPE OF LICENSE YOU ARE APPLYING FOR:

[] FIREARMS IDENTIFICATION CARD RESTRICTED (MACE/PEPPER SPRAY)

[] FIREARMS IDENTIFICATION CARD

[] CLASS B LICENSE TO CARRY FIREARMS NON-LARGE CAPACITY

[] CLASS A LICENSE TO CARRY FIREARMS LARGE CAPACITY

[] LICENSE TO POSSESS A MACHINE GUN

[] CHECK IF CLASS A CLUB LICENSE *

* NOTE: ONLY THE COLONEL OF THE MASSACHUSETTS STATE POLICE CAN ISSUE A CLUB LICENSE.

2. IF APPLICATION IS FOR FIRST FID OR LTC, A COPY OF THE **FIREARMS SAFETY CERTIFICATE** OR **HUNTER SAFETY COURSE CERTIFICATE** MUST BE ATTACHED TO THIS APPLICATION.
3. IF ISSUED FOR **EMPLOYMENT PURPOSES** A LETTER FROM EMPLOYER ON COMPANY LETTERHEAD REQUESTING ISSUANCE AND REASON MUST ACCOMPANY THIS APPLICATION.

(EXCEPT FOR SIGNATURE, PRINT OR TYPE ALL REQUESTED INFORMATION)

CITY/TOWN OF: _____, MA

LAST NAME

FIRST NAME

MIDDLE NAME

RESIDENTIAL ADDRESS (Include Number, Street, City/Town, Zip Code)

TELEPHONE NUMBER

IF CLUB LICENSE ADDRESS OF CLUB (Include Number, Street, City/Town, Zip Code)

TELEPHONE NUMBER

DATE OF BIRTH

PLACE OF BIRTH

MOTHER'S MAIDEN NAME

FATHER'S FULL NAME

FT IN
HEIGHT

WEIGHT

BUILD

COMPLEXION

HAIR COLOR

EYE COLOR

OCCUPATION

S. S. NUMBER (Optional)

DRIVER'S LICENSE NUMBER

EMPLOYED BY (SEE # 3 ABOVE)

ADDRESS

TELEPHONE NUMBER

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, § 131).

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY AND ACCURATELY:

SPACE FOR EXPLANATION AND DETAILS ARE PROVIDED ON PAGE 3.

1. ARE YOU A CITIZEN OF THE UNITED STATES? _____.
IF NATURALIZED GIVE DATE, PLACE AND NATURALIZATION NUMBER: _____.
2. HAVE YOU EVER USED OR BEEN KNOWN BY ANOTHER NAME? _____. IF YES PROVIDE NAME AND EXPLAIN: _____
3. WHAT IS YOUR AGE?* _____ *YOU MUST BE 21 YEARS OF AGE TO APPLY FOR A LICENSE TO CARRY FIREARMS, 18 YEARS OF AGE* TO APPLY FOR A FIREARMS IDENTIFICATION CARD. * 15 YEARS OF AGE BUT LESS THAN 18 YEARS OF AGE WITH SUBMISSION OF A CERTIFICATE FROM PARENT OR GUARDIAN GRANTING PERMISSION TO APPLY FOR A FIREARMS IDENTIFICATION CARD.
4. HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____
5. HAVE YOU EVER BEEN CONVICTED OF THE UNLAWFUL USE, POSSESSION, OR SALE OF NARCOTIC OR HARMFUL DRUGS AS DEFINED IN M.G.L. c. 94C, § 1? _____
6. HAVE YOU EVER BEEN CONVICTED OF A CRIME PUNISHABLE BY INCARCERATION BY MORE THAN (1) ONE YEAR? _____
7. IN ANY STATE OR FEDERAL JURISDICTION HAVE YOU EVER BEEN CONVICTED AS AN ADULT OR ADJUDICATED A YOUTHFUL OFFENDER OR DELINQUENT CHILD FOR THE COMMISSION OF (a) A FELONY; (b) A MISDEMEANOR PUNISHABLE BY IMPRISONMENT FOR MORE THAN 2 YEARS; (c) A VIOLENT CRIME AS DEFINED IN M.G.L. c. 140, § 121; (d) A VIOLATION OF ANY LAW REGULATING THE USE, POSSESSION, OWNERSHIP, SALE, TRANSFER, RENTAL, RECEIPT OR TRANSPORTATION OF WEAPONS OR AMMUNITION FOR WHICH A TERM OF IMPRISONMENT MAY BE IMPOSED; OR (e) A VIOLATION OF ANY LAW REGULATING THE USE, POSSESSION OR SALE OF CONTROLLED SUBSTANCES AS DEFINED IN M.G.L. c. 94, § 1? _____
8. HAVE YOU EVER BEEN CONFINED TO ANY HOSPITAL OR INSTITUTION FOR MENTAL ILLNESS? _____
9. ARE YOU OR HAVE YOU EVER BEEN UNDER TREATMENT FOR OR CONFINEMENT FOR DRUG ADDICTION OR HABITUAL DRUNKENNESS? _____
10. HAVE YOU EVER APPEARED IN ANY COURT AS A DEFENDANT FOR ANY CRIMINAL OFFENSE (EXCLUDING NON-CRIMINAL TRAFFIC OFFENSES)? _____
11. ARE YOU NOW UNDER ANY CHARGE(S) FOR ANY OFFENSE(S) AGAINST THE LAW? _____
12. ARE YOU NOW OR HAVE YOU EVER BEEN THE SUBJECT OF A M.G.L. c. 209A RESTRAINING ORDER OR INVOLVED IN A DOMESTIC VIOLENCE CHARGE? _____
13. HAS ANY LICENSE TO CARRY FIREARMS, PERMIT TO POSSESS FIREARMS, OR FIREARMS IDENTIFICATION CARD ISSUED TO YOU UNDER THE LAWS OF ANY STATE, TERRITORY OR JURISDICTION EVER BEEN SUSPENDED, REVOKED OR DENIED? _____
14. ARE YOU CURRENTLY THE SUBJECT OF ANY OUTSTANDING ARREST WARRANT IN ANY STATE OR FEDERAL JURISDICTION? _____

Continued on page 3

NAME _____ DOB: _____

IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS FOUR THROUGH FOURTEEN, GIVE DETAILS WHICH MUST INCLUDE DATES, CIRCUMSTANCES AND LOCATION:

(IF NECESSARY USE SEPARATE SHEET OF PAPER TO COMPLETE)

OTHER THAN MASSACHUSETTS, WHAT OTHER STATE, TERRITORY OR JURISDICTION HAVE YOU RESIDED IN?

HAVE YOU EVER HELD A LICENSE TO CARRY IN ANY OTHER STATE, TERRITORY OR JURISDICTION? _____
IF "YES", WHEN, WHERE AND LICENSE NUMBER:

LIST NAME AND ADDRESSES OF TWO REFERENCES (NOT REQUIRED IF APPLYING FOR A FIREARMS IDENTIFICATION CARD):

1. _____

2. _____

REASON (S) FOR REQUESTING THE ISSUANCE OF CARD OR LICENSE:

Continued on the reverse side (page 4)

CHANGE OF ADDRESS NOTIFICATION REQUIREMENTS:

MASSACHUSETTS GENERAL LAW REQUIRES THAT:

ANY LICENSEE SHALL NOTIFY, IN WRITING, THE LICENSING AUTHORITY WHO ISSUED SAID LICENSE, THE CHIEF OF POLICE INTO WHOSE JURISDICTION THE LICENSEE MOVES AND THE EXECUTIVE DIRECTOR OF THE CRIMINAL HISTORY SYSTEMS BOARD OF ANY CHANGE OF ADDRESS. SUCH NOTIFICATION SHALL BE MADE BY CERTIFIED MAIL WITHIN 30 DAYS OF ITS OCCURRENCE. FAILURE TO SO NOTIFY SHALL BE CAUSE FOR REVOCATION OR SUSPENSION OF SAID LICENSE (M.G.L. c.140, § 131 (l)).

A CARDHOLDER SHALL NOTIFY, IN WRITING, THE LICENSING AUTHORITY THAT ISSUED SUCH CARD, THE CHIEF OF POLICE INTO WHOSE JURISDICTION SUCH CARDHOLDER MOVES AND THE EXECUTIVE DIRECTOR OF THE CRIMINAL HISTORY SYSTEMS BOARD OF ANY CHANGE OF ADDRESS. SUCH NOTIFICATION SHALL BE MADE BY CERTIFIED MAIL WITHIN 30 DAYS OF ITS OCCURRENCE. FAILURE TO SO NOTIFY SHALL BE CAUSE FOR REVOCATION OR SUSPENSION OF SUCH CARD (M.G.L. c.140, § 129B (11)).

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 AND MAY BE USED IN A CRIMINAL PROCEEDING PURSUANT TO M.G.L c. 140, §§ 129 AND 131.

SIGNED UNDER THE PENALTIES OF PERJURY THIS _____ DAY OF _____, _____
(DAY) (MONTH) (YEAR)

SIGNATURE OF APPLICANT _____

APPLICANT: BRING TO YOUR LOCAL LICENSING AUTHORITY (POLICE DEPARTMENT). DO NOT MAIL THE FIREARMS RECORD BUREAU.

LICENSING AUTHORITY (LOCAL POLICE DEPARTMENT:

PLEASE RETAIN ONE COPY FOR YOUR FILES, FORWARD ONE COPY TO THE FIREARMS RECORD BUREAU WITH THE COMPLETED LTC/FID OR MG LICENSE FOR DATA ENTRY AND ONE COPY TO THE MASS STATE POLICE WITH THE APPLICANT'S FINGERPRINT CARD (FINGERPRINT CARD REQUIRED FOR NEW APPLICANT, ONLY) FOR APPROPRIATE FINGERPRINT SUPPORTED CRIMINAL RECORD CHECK.
