

# Milton Police Department

40 Highland Street

Milton, Ma 02186

(617)698-3800

## **Instructions and procedures packet for new or renewal applicants for a Massachusetts License to Carry Firearms as well as FID cards.**

-New, as well as renewal applications are made by appointment only, we do not accept dropped-off applications. Please call the licensing officer directly at (617)898-4814 for an appointment. On the date of the appointment please bring the following documents.

### **New applicants**

- A complete and legible application.
- Birth certificate or US passport, Naturalization certificate or permanent resident alien card if applicable.
- Massachusetts driver's license or Massachusetts ID card.
- Firearms Safety Certificate or Hunter's Safety Course Certificate issued by the Commonwealth of Massachusetts. Note: this is not required for active military personnel.
- Check or money order payable to the Town of Milton for the appropriate application fee.

-Letter of reference from each of the individuals listed on page three of the application. The letters should include the references, address, and phone number.

-Proof of Town of Milton residency (Example: town issued bills, utility bills)

### **Renewal applicants**

-A complete and legible application

-Massachusetts driver's license or Massachusetts ID card

-Proof of residency

-Check or money order payable to the Town of Milton for the appropriate renewal fee

All applications are reviewed on an individual basis. The Chief of Police or his designee will conduct a check of applicant. This includes, but is not limited to, a criminal inquiry fingerprint submission and a Department of Mental Health screening. The Chief of Police reserves the right to add restrictions to a license to carry that he/she deems fit in accordance with Massachusetts law. There are also a number of criminal offenses that are disqualifying factors for the issuance of a license to carry or firearms identification card.

**\*\*\*NOTICE\*\*\***

Whether applying for or renewing your license to carry or firearms identification card please be aware of the following.

**QUESTION #4** on the application reads: Have you ever been arrested or appeared in court as a defendant for any criminal offense?

Having been arrested or criminally charged, and in some instances even convicted, does not necessarily prohibit you from obtaining a license to carry or firearms identification card. Not putting it down in the application does.

Understand that “ever been arrested or appeared in court” includes all adult and juvenile appearances. It does not matter if you were found guilty, if the charges were dismissed or if the case was continued without a finding; you must include that in your application (this includes sealed records). If you do not answer truthfully, we will learn of this information during the application process. We will not accept “I forgot” or “They told me it would not show up on my record” or “that was so long ago.” Remember, you are signing under the penalties of perjury, and you can be denied a license to carry or firearms identification card and can be prosecuted for perjury.



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).

4. Have you ever been arrested or appeared in court as a defendant for any criminal offense? ☐ YES ☐ NO

5. Are you the subject of any pending criminal charges? ☐ YES ☐ NO

6. Have you ever been convicted of a felony? ☐ YES ☐ NO

7. 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

8. Have you ever been convicted of a violent crime or a crime of domestic violence? ☐ YES ☐ NO

9. Have you ever been convicted as an adult or adjudicated a youthful offender or delinquent child in any state or federal jurisdiction? ☐ YES ☐ NO

10. 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

11. Are you currently the subject of any outstanding arrest warrant in any state or federal jurisdiction? ☐ YES ☐ NO

12. 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: \_\_\_\_\_