

Applicant Name: _____ **Applicant Cell:** _____

Applicant's Age: _____ **Applicant E-Mail:** _____

READING POLICE DEPARTMENT

License to Carry, Firearms Identification Card, and License to Possess Machine Gun

Application Package

Overview of Licensing Process

Applicant submits completed package at the Dispatch window and is contacted for an appointment with the licensing officer at the RPD. Applicant is interviewed, photographed and fingerprinted. Information is then sent to the MSP, FBI, DMH, and FRB for review. Meanwhile the Reading Police Department conducts a records check. After the background check is completed, the applicant is approved or denied based on the results and will be notified in either case by mail. In order to facilitate fair and efficient processing, the following items are required to be submitted with your application before being scheduled for an appointment. Please, take the time to review the checklist below to understand exactly what you must provide.

APPLICANT CHECKLIST

New LTC Applicants or Upgrading from FID to LTC or Renewing from Another Town

Must submit three letters of reference which speak to the suitability of the applicant for an LTC. Must include references' full name, address, phone number, signature, relationship to the applicant, a few words about the applicant's character and suitability for the license.

First Time LTC & FID Applicants

Basic Firearms Safety Certificate. Must be the MA State Police certificate.

First Time or Renewal Applicants for Machine Gun

Evidence that you are a Bona Fide Collector or MPTC Instructor

Applicants with Military Service

Copy of DD214 Form *if attainable*.

All Applicants

Completed Applications. Fill out entire application including phone numbers, SSN, license numbers, references, residency history, employment information, court appearances, et cetera.

Bring a check or money order with the appropriate fee (see below) to your appointment. Please do not submit payment with your application. Payable to "Town of Reading." Per statute, the town retains 1/3rd of the fee and the Commonwealth receives the remainder.

Proof of residency or business ownership in Reading. Photocopy of a recent bill, MA driver's license, or a similar document is sufficient.

Make sure to fill include your cell phone to assist with scheduling.

***** Warning—Any person who knowingly files an application containing false information may be subject to fine or imprisonment pursuant to MGL c.140, §§ 129B(8) and 131(h)*****

Thank You In Advance,

Officer Justin Martel

Licensing Desk: (781) 942-6766

Processing Fees

\$100—LTC, FID, Machine Gun (New & Renewal)

\$25—Restricted FID (New) & Law Enforcement (New & Renewal)

Free—Renewal of Restricted FID, Age 70 or Above, LE Renewal



Notice to License Applicants



The Reading Police Department is statutorily authorized to submit fingerprints and receive identification records from the Federal Bureau of Investigation's Criminal Justice Information Services Division (CJIS). If you are applying for a License-to-Carry a Firearm, Firearms Identification Card, or certain Municipal Licenses referenced under Article 5.4 of the General Bylaws of the Town of Reading, your fingerprints will be used to check the criminal history records of the FBI. These records, if any, will be considered in the determination to approve or deny the license for which you are applying. If you believe your Criminal History Summary contains inaccurate or incomplete information, you have two options for requesting a change or correction.

Option 1: Contact the Agency that Submitted the Information to the FBI

Missing or Incorrect State (Non-Federal) Information

Most states, through agreement with the FBI, require that modification requests for Criminal History Summary information be processed through their respective state central repository (State Identification Bureau) before any update can be applied by the FBI to its record. You may contact the respective state repositories for assistance, and, if applicable, request that they provide the FBI with updates to your Criminal History Summary. Contact information for each state is provided on the State Identification Bureau listing. Several states maintain their own record system. Record updates are made at the state level only, so the FBI cannot modify its records. Instead, the FBI accesses the state's system for authorized purposes to review the record. Contact information for states maintaining records at the state level is provided on the State-Maintained Records listing.

Missing or Incorrect Federal Information

For federal Criminal History Summary updates, the FBI must receive a request directly from the original arresting agency, from a court with jurisdiction over the arrest data, or from another agency with jurisdiction over the arrest data.

Option 2: Send a Written Challenge Request to the FBI's CJIS Division

Written Challenge

Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation to substantiate your claim. For example, if your disposition information is incorrect or missing, you may submit documentation obtained from the court having jurisdiction over the arrest or the office prosecuting the offense. The FBI will contact appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with jurisdiction over the data, the FBI will make appropriate changes and notify you of the outcome. You may submit a Criminal History Summary challenge to the FBI's CJIS Division by writing to the following address:

FBI CJIS Division
Attention: Criminal History Analysis Team 1
1000 Custer Hollow Road
Clarksburg, WV 26306

HELPFUL TELEPHONE RESOURCES

Telephone

- Firearms Record Bureau, PIN Retrieval—(617) 660-4722
- Firearms Record Bureau, General Inquiries & Address Change—(617) 660-4782
- Reading Police Department, Licensing Officer—(781) 942-6766
- Division of Fish and Game, Hunting Information— (617) 626-1500

HELPFUL ONLINE RESOURCES

State Firearms Laws & Regulations

www.mass.gov/eopss/firearms-reg-and-laws/frb/

Division of Fish and Game

www.mass.gov/eea/agencies/dfg/dfw/



**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 | FAX: 617-660-4613
mass.gov/cjis



Application

FOR NEW/RENEWAL OF A FIREARMS IDENTIFICATION CARD OR LICENSE TO CARRY
FIREARMS OR LICENSE TO POSSESS A MACHINE GUN (MGL C.140, s.129B AND s.131)

Please Check One

FTN: _____
LIC #: _____

- New Applicant
- Renewal - Most Recent License to Carry/FID Number: _____
- Issued from Which City/Town? _____ MA Expiration Date: _____

*NOTE: If application is for first firearms identification card or license to carry firearms, a copy of the Firearms Safety Certificate or Hunter Safety Course Certificate must be attached to this application.

Please Check the Type of License for Which You are Applying
(Please Check Only One)

- Firearms Identification Card - Restricted (mace and pepper spray)
- Firearms Identification Card
- Class B License to Carry - Non-Large Capacity
- Class A License to Carry - Large Capacity
- License to Possess a Machine Gun
- Check if a Class A Gun Club License *NOTE: 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
Gun Club Address (If Applicable)	City	State	Zip Code Telephone Number
Date of Birth	Place of Birth		
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

Please Answer the Following Questions Completely and Accurately

1. Are you a citizen of the United States? _____

If naturalized give date, place
and naturalization number

Date	Place	Naturalization No.
------	-------	--------------------

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 of 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 sec. 1? _____

6. Have you ever been convicted of a crime punishable by incarceration by more than one (1) 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 MGL C140.s.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 section 1 of MGL 94C? _____

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. C209A 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 under the laws of any state or territory ever been suspended, revoked, or denied? _____

14. Are you currently the subject of any outstanding arrest warrant in any state or federal jurisdiction? _____

If You Answered "YES" to any of the Questions 4-14, Give Details Which Must Include Dates, Circumstances and Location

Other than Massachusetts, in what state, territory or jurisdiction have you resided? _____

Have you ever held a License to Carry in any other state, territory or jurisdiction? _____

If "YES", when, where and license number? _____

List the Name and Addresses of Two References

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: _____

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 (MGL c.140, §§ 129B(8) and 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.

Signed under the penalties of perjury this _____ day of _____ month _____ year

Signature of Applicant: _____