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

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

# Reading Police Department
# License to Carry (LTC) & Firearms Identification (FID)
# Application and Renewal Checklist

**Overview of Licensing Process**

The licensing and renewal process for LTC's and FID's generally proceeds as follows: Applicant completes package. Applicant is interviewed, photographed and fingerprinted. Package is sent to the State Police ID Section & Other Agencies for review. The Reading Police Department conducts a background investigation. The Applicant is approved or denied based on the results. The LTC or FID Card is issued by mail to the applicant

**Checklist**

The following items are **required** in order for your application or renewal to be processed. Take the time to review your application as well as the checklist below to understand exactly what you must provide. The following items **must** be completed and submitted prior to the scheduling of your interview:

**- 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, and signature. The letters must mention LTC; not simply a character reference.

**- All First Time Applicants**

□ Safety Certificate. Must be a Massachusetts State Police Approved Course. Must be completed prior to submission of application.

**- 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, employment information, etc. Everything. Sign it. Date it. Include Cell

□ Check or Money Order payable to the Town of Reading with appropriate fee. Fee structure in shaded box below.

□ Make sure to fill in the fields (name, age, cell, email) at the top of this page.

□ For faster processing, e-mail 2 headshot photographs of yourself (no smile, blank background such as a wall, from shoulders up, no hats) in JPEG format to jmartel@ci.reading.ma.us One of these photos will be your license photograph.

******Please Note: If approved, all first time applicants for LTC's will be restricted to "target and hunting only" unless specific circumstances exist to issue for other reasons.******

**Thank You In Advance,**
**Officer Justin Martel**
**Licensing Desk: (781) 942-6766**

**Fee Structure**
$100—LTC, FID
$25—Mace/Pepper Spray, All Law Enforcement (new)
Free—LE Renewal, 70 and Over, Renewal of Restricted FID

**Internal Use Only**

Appt: _____

# Notice to License Applicants

The Reading Police Department is statutorily authorized to submit fingerprints and received 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

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 POSSES 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 | 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 _____ _____
day month year

Signature of Applicant: _____