

**Applicant Name:** \_\_\_\_\_

**Applicant Cell:** \_\_\_\_\_

**Applicant's Age:** \_\_\_\_\_

**Applicant E-Mail:** \_\_\_\_\_

## **READING POLICE DEPARTMENT** **Gun License Information & Application Package**



### **Information**

Applicants seeking a gun license or the renewal of an existing gun license are required to apply through the police department of the municipality in which they resident or own a business, with the exception of law enforcement personnel who may obtain a license through their agency. The Chief of Police of the Reading Police Department is authorized by state statute to issue four types of gun licenses, briefly described as follows:

- (1) License to Carry a Firearm: Commonly referred to as an "LTC," this type of license is for the purchase and possession of state approved firearms, shotguns, and rifles and allows for concealed carry of a firearm. Must be at least 21 years old to apply.
- (2) Firearms Identification Card: Commonly referred to as an "FID Card," this type is for the purchase and possession of state approved shotguns and rifles. Concealed carry is not allowed. Must be at least 14 years old to apply.
- (3) Restricted Firearms Identification Card: Chemical Propellant Only: A restricted FID Card is required for residents and business owners under the age of 18 in order to purchase and possess self-defense sprays such as mace or pepper spray.
- (4) License to Possess a Machine Gun: Commonly referred to as a "Machine Gun License," this type of license is for the purchase and storage of machine guns. Licensees must be a Municipal Police Training Council Firearms Instructor, State Police Firearms Instructor or ATFB certified Collector of Curios and Relics in order to apply for this type of license. Must be at least 21 years old to apply.

### **Licensing Process Overview**

All applicants, including renewals, must first submit a completed gun license application package to the licensing officer. Applications may be dropped off at the police station at any time or by mail, marked to the attention of "firearms licensing officer." Once the application is received and verified complete, you will be contacted for an appointment with the firearms licensing officer. Appointments are generally conducted on Tuesdays on the hour with the first appointment of the day at 9:00 a.m. and the last at 3:00 p.m. During the appointment your licensing profile will be updated in our local records system and the state licensing system and you may need to be fingerprinted. In addition, payment for processing will be accepted in person at your appointment. Please do not submit payment with your application as there can be a significant amount of time between the submittal date and your appointment date.

After your appointment, the licensing officer will conduct a background investigation to confirm that you are not statutorily disqualified or otherwise unsuitable for the license. The background investigation consists of records checks against the following sources:

Department of Mental Health's Firearms Unit  
Massachusetts State Police's Identification Section  
Federal Bureau of Investigation's Fingerprint Unit  
Reading Police Department's Records Management System  
Massachusetts Instant Records Check System  
Written Reference Letters Provided by the Applicant  
Written Reports from Police Encounters or Court Appearances (as necessary)

Once the background investigation is completed the Chief of Police will determine whether the application will be approved or denied. If approved, a request for a license will be placed with the Firearms Record Bureau who will in turn print the license and mail it to the Reading Police Department. Once received, the license will be activated and issued to the applicant by mail. If the application is denied, the applicant will be notified formally in writing with an explanation citing the specific reasons for denial. Due to scheduling logistics, a sustained high volume of applicants, and the background investigation process, we encourage you to submit your applicant several months before the date you seek or expect to obtain licensure.

### **Need More Information?**

You are encouraged to review the Massachusetts General Laws (especially Chapters 140 and 265), and publications from the Firearms Record Bureau for more detailed information regarding gun law's and gun crimes in the Commonwealth. This material is available online at "malegislature.gov" and "www.mass.gov/eopss/firearms-reg-and-laws/frb/," respectively. Further in this package there is also a listing of helpful telephone numbers and resources.

### **Processing Fees**

License to Carry—New or Renewal—\$100  
Firearms ID Card—New or Renewal—\$100  
Restricted Firearms ID Card: Chemical Propellant Only—New—\$25  
License to Possess a Machine Gun—\$100

### **Discounts**

Over 70 Years Old—Free  
Renewal of Restricted FID Card—Free  
Reading Police Officers—Free  
Other Law Enforcement Personnel—\$25

### **\*\*\* SEE THE FOLLOWING PAGE FOR INSTRUCTIONS \*\*\***

*Applications must be fully complete with the required attachments and enclosures in order to arrange an appointment for processing. Be advised, any person who knowingly files an application containing false information (including omissions of court appearances as a defendant) may be subject to fine or imprisonment pursuant to MGL c.140, §§ 129B(8) and 131(h).*

## Instructions for Applicants

In addition to a completed and signed application, you will need to include several attachments at the time they submit their paperwork. Please select the type of applicant you are from the list below and include the relevant items with your application.

- **Applying for a License to Carry for the First Time**
- **Renewing a License to Carry Originally Issued by another Municipality**
  - Proof of Residency or Business Ownership
  - Firearms Safety Course Certificate
  - 3 Written Reference Letters (see next page for details)
  - DD214 Paperwork if former military (if attainable)
  - Bring Check or Money Order to the Appointment
- **Applying for the First Time or Renewing Any Regular Firearms ID Card**
- **Renewing a License to Carry Originally Issued by Reading**
  - Proof of Residency or Business Ownership
  - Firearms Safety Course Certificate
  - DD214 Paperwork if former military (if attainable)
  - Written Letter from Parent if under 18
  - Bring Check or Money Order to the Appointment
- **Applying for the First Time or Renewing a Restricted Firearms ID Card**
  - Proof of Residency or Business Ownership
  - Written Letter from Parent
  - Bring Check or Money Order to the Appointment
- **Applying for a License to Possess a Machine Gun for the First Time**
  - Proof of Residency or Business Ownership
  - Firearms Instructor Certificate or Bona Fide Collector Certificate
  - 3 Written Reference Letters (see next page for details)
  - DD214 Paperwork if former military (if attainable)
  - Bring Check or Money Order to the Appointment
- **Renewing a License to Possess a Machine Gun Originally Issued by Reading**
  - Proof of Residency or Business Ownership
  - Firearms Instructor Certificate or Bona Fide Collector Certificate
  - DD214 Paperwork if former military (if attainable)
  - Bring Check or Money Order to the Appointment

**Note:** Reference letters, where required above, must include the following of the reference: handwritten signature, date written, phone, residential address, e-mail address, and statements explaining relationship to the applicant, how many years known, and statement of support regarding the applicant's suitability for the license. Letters not meeting this criteria will be rejected and will need to be resubmitted.

**Thank You In Advance,**



**Officer Justin Martel**  
**Licensing Desk: (781) 942-6766**



# 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 gun license, 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/](http://www.mass.gov/eopss/firearms-reg-and-laws/frb/)

### **Division of Fish and Game**

[www.mass.gov/eea/agencies/dfg/dfw/](http://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.
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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**

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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: \_\_\_\_\_

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**\*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: \_\_\_\_\_