

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

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

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

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

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



**Information**

Applicants seeking a gun license or the renewal of an existing gun license are required to apply through the Colonel of the State Police or the police department of the municipality in which they reside or have a place of business, with the exception of law enforcement personnel who may be able to obtain a license directly 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. Must be at least 14 years old to apply.

**(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 Bona Fide Collector of Curios and Relics in order to apply for this type of license. Must be at least 21 years old to apply.

Applications for Class B Licenses are no longer accepted by the Reading Police Department as they are being phased out through state statute. In addition, Club Licenses are not accepted by the Reading Police Department because only the Colonel of the State Police can grant such licenses. You may contact the Colonel’s Office at (508) 820-2300.

**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. Statutory changes made in 2015 extended the 90-day grace period indefinitely so long as you begin the renewal process prior to the expiration of your current license. The Reading Police Department will issue you a signed receipt in person or by mail when you drop off a renewal application. Please, keep this receipt with your expired license at all times.

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 (including lost/stolen affidavit form for renewals), you will need to include several attachments at the time you 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 (driver's license sufficient)
  - Firearms Safety Course Certificate
  - 3 Written Reference Letters (see bottom of 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 (driver's license sufficient)
  - 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 (driver's license sufficient)
  - 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 (driver's license sufficient)
  - Firearms Instructor Certificate or Bona Fide Collector Certificate
  - 3 Written Reference Letters (see bottom of 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 (driver's license sufficient)
  - 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 must be signed and dated and include the full contact information from the author. These letters are not mere character references. The letters should explain how the author knows you, for how long, a little about your character, and the author must acknowledge that they are writing in support of your application for the license sought. Typically, acceptable reference letters are several paragraphs long, usually no longer than a page.

**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/)

### **Gun Legislation Overhaul Bill passed in 2014**

<https://malegislature.gov/Laws/SessionLaws/Acts/2014/Chapter284>

### **Gun Owner's Action League**

[www.goal.org](http://www.goal.org)

### **Massachusetts Online Gun Transaction Portal**

<https://mircs.chs.state.ma.us/fa10>



**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  
mass.gov/cjis | TTY: 617-660-4606

PD USE ONLY	
FTN:	_____
LIC #:	_____

**\*You must submit this form 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).

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

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

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

8. 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

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

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

11. 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

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

13. 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:**

- Target & Hunting     Sporting     Employment     Unrestricted (use lines below to indicate the reason(s) you are requesting an unrestricted LTC; 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: \_\_\_\_\_



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Department of Criminal Justice Information Services

200 Arlington Street, Suite 2200, Chelsea, Massachusetts 02150, MASS.GOV/CJIS  
TEL: 617-660-4600 • TTY: 617-660-4606 • FAX: 617-660-4613

THIS RECEIPT SERVES AS PROOF OF THE DATE OF SUBMISSION TO THE LICENSING AUTHORITY  
FOR A NEW OR RENEWAL FID CARD OR LICENSE TO CARRY (LTC) FIREARMS APPLICATION \*

LICENSING AUTHORITY INFORMATION

Date/Time Received: \_\_\_\_\_  
Receiving Official (Print Name): \_\_\_\_\_  
Receiving Official Signature: \_\_\_\_\_  
Licensing Authority: Chief James W. Cormier, Reading Police Department  
Address: 15 Union Street  
City/State/Zip: Reading, Massachusetts 01867  
Phone: (781) 944-1212

← Leave this section blank RPD will fill out

APPLICANT INFORMATION

Name: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
Residential City/State/Zip: \_\_\_\_\_  
Application Type: Please check one:  NEW  RENEWAL  
License Type: \_\_\_\_\_  
Current LTC/FID Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

\*Chapter 284 of the Acts of 2014, sections 36 and 54 respectively, creates an indefinite grace period for FID card and LTC licensees who submit a renewal application to their licensing authority prior to the expiration of their current license. The current card/license will remain valid after the expiration date of the card/license until the application for renewal is either approved or denied.