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) Class A License to Carry a Firearm (Large Capacity): 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
  - □ 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
  - □ 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
  - □ 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
  - □ 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
  - □ 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/

Division of Fish and Game
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

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
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 A License to Carry - Large Capacity

__ License to Possess a Machine Gun

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 _____ _____
day 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

Leave this section blank RPD will fill out

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

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.