



READING POLICE DEPARTMENT

15 Union Street ▪ Reading, Massachusetts 01867

Emergency Only: 911 ▪ All Other Calls: (781-944-1212) ▪ Fax: (781)944-2893

Web: www.reading.ma.gov/police-department

LTC/FID Information

First Time Applicants

For those that are first time applicants for either an LTC or FID please complete the following:

1. Email LTC@ci.reading.ma.us and supply the following information within the email. Name, Date of Birth, Address, Phone number, and Driver's License number
2. The Licensing Officer for the Department will contact you via email to schedule an in-person appointment to process your application.
3. At the time of the appointment the following will be required; Drivers license, Gun safety course certificate, DD214 if applicable, Check made out to the Town of Reading (See Fee Structure below), Certificate of naturalization if applicable, and 1 of the following; Passport, Birth certificate, or Green card.
4. Do not bring any weapons, including firearms, to your appointment.

Renewals

For those that are renewing an LTC or FID please complete the following and mail or hand deliver to the Reading Police Department with ATTN: LTC on the envelope. No renewals are processed in person:

1. Renewals will only be accepted 4 months prior to your current LTC/FID expiration date. Given your renewal is received and complete prior to your LTC/FID expiration date an extension shall be granted to ensure your status remains active while the renewal is processed.
2. Complete and sign the Firearms License Application and Affidavit.
3. Attach a check made out to the Town of Reading

Fee Structure

LTC first time and renewal - \$100

FID first time and renewal - \$100

FID under 18 - \$25

LTC Renewal Age 70 – No cost

All forms and further information, to include change of address and name change, are available by visiting <https://www.mass.gov/how-to/apply-for-a-firearms-license>

If you have any further questions please contact the department by email LTC@ci.reading.ma.us or by phone 781-942-6766.