



# WALPOLE POLICE DEPARTMENT



## FIREARMS LICENSE APPLICATION [SUMMARY CHECKLIST]

### Renewal Requirements:

- Applicable Licensing Fee.
- With a current valid LTC or FID, a Basic Firearms Safety Certificate will not be required.
- Valid LTC or FID Renewals issued **from other communities** must provide proof of residency and a copy of existing valid license.
- If your license EXPIRED over three years ago, you should submit all first-time applicant requirements.
- Affidavit – lost/stolen firearms (found on the last page of this application) is required for all renewals.

### New FID or LTC Restricted to Hunting & Target:

- Applicable Licensing Fee.
- Birth Certificate, Passport or Certificate of Naturalization.
- For an FID – you must be at least 18 years old. If you are between the ages of 15 and 18, you must submit a letter from a parent or guardian granting permission.
- For an LTC Restricted to Hunting & Target – you must be at least 21 years old.
- Proof of Residency.
- Mass State Police Basic Firearms Safety Certificate or Certificate issued by the Division of Fisheries and Wildlife (Not required for FID Restricted Mace/Pepper Spray applications).

### New LTC Unrestricted or upgrade from FID to LTC Unrestricted:

- Applicable Licensing Fee.
- Birth Certificate, Passport or Certificate of Naturalization (must be 21 years old).
- Proof of Residency.
- Letter to Police Chief noting specific reasonable belief to fear personal injury.
- Original Mass State Police Basic Firearms Safety Certificate or Original Certificate issued by the Division of Fisheries and Wildlife.
- Written references from two parties.
- Letter from employer if application is for employment purposes.

### LTC Upgrade from Hunting & Target to Unrestricted:

- Letter of Request to Police Chief noting specific reasonable belief to fear personal injury.
- Written references from two parties.

**PLEASE PROVIDE WITH YOUR APPLICATION  
A SELF-ADDRESSED STAMPED ENVELOPE**



# WALPOLE POLICE DEPARTMENT



## FIREARMS LICENSE APPLICATION [REQUIREMENTS]

**\*\*\*Please read carefully as missing information will delay processing\*\*\***

**APPLICATION:** Complete the State approved *Application for New/Renewal of a Firearms Identification Card (FID) or License to Carry Firearms (LTC)* in its entirety. Be sure to check both front and back sides of the application to ensure completion.

Applicants are urged to carefully consider Question 4, found on Page 2. The question refers to any criminal charges brought forth against you. If you appeared in court as a defendant, you must answer the question “YES” and provide details. Failure to answer this question accurately and completely is grounds for denial of the application.

**LICENSING FEE:** Applicants must submit a State regulated, non-refundable administrative fee with the completed application.

### FEE SCHEDULE

#### Check or Money Order Payable to the Town of Walpole

Type of License	Cost	Fee Exemptions
LTC (Class A)	\$100	Free for renewals over 70 years old
FID (Class C)	\$100	Free for renewals over 70 years old
FID (Class C) under age 18	\$25	
FID (Class D - Restricted) (Mace and Pepper Spray)	\$25	Permit required for under 18 only

**CITIZENSHIP:** All first-time applicants must provide proof of U.S. Citizenship (a U.S. Birth Certificate or U.S. Passport). Naturalized citizens are required to submit their Naturalization Certificate, which should include date, number, and location of naturalization.

**RESIDENCY:** All first-time applicants **and renewals** from another community must provide proof of residency in the Town of Walpole (tax or utility bill showing name and residence).

**LETTER TO POLICE CHIEF:** All new applicants applying for an LTC Class A with “No Restrictions,” or those wishing to change the restriction on their current LTC, must have a specific reasonable belief to fear personal injury to themselves or family. Written justification, in the form of a letter addressed to the Police Chief stating the reasons for such a license, should be provided.

**REFERENCES:** All first-time LTC applicants must submit written references from two unrelated individuals, stating that the applicant is of sound mind and character. Each reference must state how long he/she has known the applicant (**must be at least five years**) and the specific basis for his/her opinion that the applicant has demonstrated responsibility for the safe possession and use of a firearm. Each of the individuals submitting a reference must provide their full name, home address, and home/cell phone number.

**FIREARMS SAFETY COURSE:** All first-time LTC or FID applicants are required to attend either a Firearms Training Safety Course given by a Massachusetts Basic Firearms Course Instructor or a Hunter Education and Firearms Safety Course given by the Massachusetts Department of Fisheries and Wildlife.

As proof of compliance with this requirement, the applicant must submit the **original and a copy** of the Basic Firearms Safety Certificate, containing the Commonwealth of Mass and Mass State Police emblems together with the Instructor’s name and signature.

**EMPLOYMENT REFERENCES:** All applicants seeking an LTC for employment purposes shall submit on company letterhead a signed letter from their employer indicating that possession of such a license to carry firearms is a requirement for the applicant’s employment.

**HELPFUL RESOURCES:**

[www.mass.gov/eopss/firearms-reg-and-laws/frb](http://www.mass.gov/eopss/firearms-reg-and-laws/frb)

(Firearms Forms, Frequently Asked Questions, Mass Gun Laws)

[www.mass.gov/eopss/firearms-reg-and-laws](http://www.mass.gov/eopss/firearms-reg-and-laws)

(Approved Firearms Safety Courses, Approved Firearm Safety/Locking Devices)



**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 | mass.gov/cjis

PD USE ONLY	
FTN:	_____
LIC #:	_____

**Submit this form and direct any questions 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).

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

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

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

7. 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

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

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

10. 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

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

12. 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:**

- Unrestricted
- Target & Hunting
- Sporting
- Employment

Use lines below to indicate the reason(s) you are requesting the license; 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: \_\_\_\_\_



# WALPOLE POLICE DEPARTMENT



## FIREARMS LICENSE APPLICATION [POLICY AND APPLICATION]

### AUTHORIZATION FORM

I have applied for a License to Carry Firearms or a Firearms Identification Card with the Walpole Police Department.

I hereby authorize the Licensing Authority of the Walpole Police Department to thoroughly investigate my background as necessary to determine my suitability for the issuance of a License to Carry Firearms or Firearms Identification Card. I fully understand that the existence of any criminal record will not only be checked with the Massachusetts Board of Probation, but as necessary with any other law enforcement agency or state Board of Probation.

### ACKNOWLEDGEMENT OF THE LIMITS ON THE USE OF DEADLY FORCE

In accordance with the authority granted by Massachusetts General Laws, C 140 Section 131, the licensing authority of the Town of Walpole has determined that every applicant for a license to carry firearms and every licensee shall be familiar with the legal limits on the use of deadly force under the laws of the Commonwealth of Massachusetts. Accordingly, all such applicants are required to read and sign this memorandum certifying that they have read it and understand it.

#### Deadly Force in Self-Defense; General Rule

Before a person may resort to deadly force he must have (1) reasonable grounds to believe that he or she is in imminent danger of death or serious bodily injury from which he or she can save himself only by using deadly force; (2) have availed himself of all possible means to avoid physical combat before resorting to the use of deadly force and (3) use no more force than is reasonably necessary in all circumstances of the case.

#### In a Dwelling House

In the prosecution of a person who is an occupant of a dwelling charged with killing or injuring one who was unlawfully in said dwelling, it shall be a defense that the occupant was in his dwelling at the time of the offense and that he acted in the reasonable belief that the person unlawfully in said dwelling was about to inflict great bodily harm or death upon said occupant or upon another person lawfully in said dwelling, and that such other occupant used reasonable means to defend himself or such other person lawfully in said dwelling.

I certify that I have read the above memorandum of the limits of the use of deadly force and that I understand said memorandum.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date