

**Sandwich Police Department
255 Cotuit Road
Sandwich, MA 02563
(508) 888-1212**

Firearms Permits - Application Process

APPLICATIONS ARE NOW ACCEPTED BY APPOINTMENT ONLY

The fee for the application is \$100 for all firearms licenses including renewals (unless you are 70 years of age or older in which renewals are free) and \$25 for a restricted FID card for chemical sprays, FID cards for those under the age of 18 and active or retired law enforcement Officers. (Check or money order made payable to the Town of Sandwich). You must be fingerprinted and photographed as part of the application process. Please **do not** drop the application off and leave.

The processing of applications is by appointment only. Please contact firearmslicensing@sandwichmass.org to schedule an appointment.

First issue application: You are required to attend a State Police certified safety course prior to issuance of the license. Not required for current members of the US Military or Massachusetts National Guard. Instructors and course information is available on-line or through local gun clubs. The Sandwich Police Department does not offer the required safety course.

Renewal application affidavits: All renewal applications must be submitted with an affidavit regarding the reporting of lost or stolen firearms since the issuance of the previous license (Last page of application).

Types of Permits

- Restricted FID:** Required for individuals between the ages of 15 and 17 to carry pepper spray or Chemical Mace only. (No safety course required and free renewal)
- FID:** Allows holder to carry and possess rifles and shotguns that are not large capacity. Semi-auto rifle not more than 10 rounds. Semi-auto shotgun not more than 5 rounds.
- License to Carry:** Allows holder to carry and possess large capacity rifles and shotguns and large capacity handguns (more than 10 round capacity). This license also allows concealed carry of firearms.

Background Checks

A criminal records check is conducted on all applicants whether it is a renewal or a first issue. *The Gun Control Act of 1998* requires rejection of applications for certain past convictions even if you have been issued a permit before. For License to carry firearms, the Chief of Police makes the final determination on the suitability of anyone applying.

Any further questions on the licensing process may be addressed at the Sandwich Police Department 508-888-1212 or by e-mail to firearmslicensing@sandwichmass.org.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>



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	
Residential Address				City	State	Zip Code	Telephone Number
Mailing Address				City	State	Zip Code	Telephone Number
Date of Birth		Place of Birth (City, State, Country)					
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		Drivers License Number	
Employed By				Business Address			
City/Town		State		Zip		Telephone Number	

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.

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: _____