



*New Bedford Police Department*  
*Criminal Investigation Division*  
*Firearms Bureau*

871 Rockdale Avenue, New Bedford, MA 02740  
Phone: 508-991-6300 Ext 79573

**Jonathan F. Mitchell**  
Mayor

**Derek J. Belong**  
Assistant Deputy Chief

**Jason Thody**  
Chief of Police

**Scott A. Carola**  
Assistant Deputy Chief

## **NEW FIREARMS LICENSE APPLICATION CHECKLIST**

***Please be advised that if you fail to provide us with the following documents on the date of your scheduled appointment, the appointment will be cancelled and rescheduled for a later date.***

( ) **APPLICATION:** Applications are to be completed prior to your scheduled appointment. Please be sure to answer truthfully and type or print clearly. NOTE: Question (4) of page (2) of the LTC application refers to any criminal charge brought forth against you, in the court of law, regardless of the outcome. If you appeared in court as a defendant and the charges brought against you were filed, dismissed, pardoned, sealed, etc... it is still your responsibility to inform the licensing authority. Be advised that if your application is not completed truthfully, your LTC or FID request will automatically be denied.

( ) **PHOTOS and FINGERPRINTS:** Photos and fingerprints will be taken by the Firearm's Division during your appointment.

( ) **LICENSE FEE:** A \$100 non-refundable fee is collected when applying for an LTC or FID. FID – UNDER 18, the fee is only \$25.00. Personal checks, bank checks, and money orders are the only forms of payment accepted. **Cash IS NOT accepted.** Please make checks payable to: City of New Bedford. NOTE: All fees are waived for applicants who are 70 years of age or older.

( ) **IDENTIFICATION:** You must bring valid photo identification. This includes a valid Massachusetts Drivers License and/or Massachusetts Identification Card.

( ) **CITIZENSHIP:** Citizens born in the United States are required to bring either Birth Certificate and, or US Passport to prove citizenship. Naturalized citizens are required to bring their Naturalization Certificate, which should include the date, number, and location (city/state) of naturalization. Non-US born applicants are required to bring a Permanent Resident Card (Green Card).

( ) **RESIDENCY:** Applicants are required to bring one (1) of the following documents to prove their New Bedford residency and/or business: utility invoice, credit card invoice, cable invoice, bank statement, certified voter registration, business registration, etc. NOTE: Any

questions on what an acceptable form of residency is please contact the New Bedford police Firearms Bureau.

( ) **FIREARMS SAFETY COURSE:** First time LTC or FID applicants are required to attend a State Certified Massachusetts Hunter Safety and/or Massachusetts State Police Basic Firearms Safety course. A certificate from either course will be required on the date of your appointment.

( ) **APPOINTMENTS:** All new applications are processed & submitted for review by appointment only. To make your appointment, please book an appointment on [newbedfordpd.com](http://newbedfordpd.com) under the firearms tab. If there are no days available, please check back as new days are added regularly.