



***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

Jason Thody
Chief of Police

Firearms LTC Renewal Checklist

Please be advised that LTC/FID renewals no longer need an appointment. Drop off the paperwork below in the renewal dropbox. The dropbox is located the lobby of 871 Rockdale Ave. Once all the documents are completed it is to be placed into the dropbox mailbox in its own envelope. Failure to follow instructions/and or missing documents will result in your application being returned to you and further delay.

DO NOT SCHEDULE AN APPOINTMENT IF YOU ARE RENEWING YOUR LTC

() **APPLICATION:** Applications are to be fully completed. Please be sure to include and complete page 4, which asks if you have had any firearms lost or stolen. If you have completed the application via the MIRCS portal, please note that with your paperwork.

() **IDENTIFICATION:** Applicants must provide a copy of a valid Massachusetts Driver's License and/or Massachusetts Identification Card. A copy of your most recent Firearms License to Carry must be provided as well.

() **RESIDENCY:** Applicants must provide a copy of (1) of the following documents to prove their New Bedford residency: utility invoice, credit card invoice, cable invoice, certified voter registration, etc. NOTE: Insurance invoices and/ or documents from the registry of Motor Vehicles will NOT be accepted. Any questions on what forms of residency are accepted please contact the New Bedford Police Firearms Bureau.

() **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.

() **Envelope:** Applicants must provide (2) self-addressed and stamped envelopes. (*Your address in the center of the envelope. The top left-hand corner is left blank.*). The envelopes are used to mail a receipt to you and then your Massachusetts LTC.