



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

871 Rockdale Avenue, New Bedford, MA 02740  
Phone: 508-991-6300 Ext150 Fax: 508-979-1566

**Jonathan F. Mitchell**  
Mayor

**Jason Thody**  
Chief of Police

**Derek J. Belong**  
Assistant Deputy Chief

**Scott A. Carola**  
Assistant Deputy Chief

**Firearms LTC Renewal Checklist**

***Please be advised that LTC/FID renewals are done by a drop off mailbox. The mailbox is located in the lobby of 871 Rockdale Ave. You must provide us with the following documents. Once all the documents are completed it is to be placed on the drop off mailbox. Failure to follow instructions/and or missing documents will result in your application being returned to you.***

***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.

( ) **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 and/or business: utility invoice, credit card invoice, certified voter registration and/ or business registration. NOTE: The forms listed above are the only forms accepted as proof of residency. Insurance invoices and/ or documents from registry of Motor Vehicles will NOT be accepted.

( ) **LICENSE FEE:** A \$100 non-refundable fee is collected when applying for a 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 envelopes. (*Your address in the center of the envelope. The top left-hand corner is left blank.*).