

## **FIREARMS LICENSE APPLICATION CHECKLIST**

Upon submitting your application for the following: License to Carry (LTC), Firearms Identification Card, (FID) or Restricted Firearms Identification Card, (Restricted-FID) you must provide us with the documents listed below.

**This also applies to license renewals.** Please be advised that if you fail to provide us with the following 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 (10) 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 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.
- ( ) **IDENTIFICATION:** You must bring a valid photo identification. This includes a valid Massachusetts Drivers License and/or Massachusetts Identification Card.
- ( ) **LTC or FID:** Renewal candidates should bring their current or expired LTC or FID.
- ( ) **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. **Renewal will not require proof of citizenship.**
- ( ) **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, 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.
- ( ) **FIREARMS SAFETY COURSE:** First time LTC or FID applicants are required 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.  
**This does not apply to renewal candidates.**
- ( ) **LETTER to POLICE CHIEF:** If you are requesting a LTC with "No Restrictions", you **must** submit a letter addressed to New Bedford Police Chief **Joseph C. Cordeiro**, specifying the reasons why you are requesting such a license. **NOTE: If you are applying for the "Purpose of Employment" you will also be required to submit a letter from your employer supporting your claim.**
- ( ) **APPOINTMENTS:** All applications are processed & submitted for review **by appointment only.** To make your appointment, please call **508-991-6300 ext. 79573.** Our hours of operation are Monday through Friday, 8 am to 4 pm. Licensing is conducted only on Tuesdays & Thursdays.