

## **FIREARMS LICENSE APPLICATION CHECKLIST**

Upon submitting a new or renewal application for a License to Carry (LTC) or Firearms Identification Card (FID), you must provide us with the documents listed:

**APPLICATION:** Applications are to be fully completed prior submission. Please be sure to answer all questions accurately. Type or print clearly. They are available at the Foxborough Police Department or you can download from the state's website: Application

**PHOTOS and FINGERPRINTS:** Photos and fingerprints will be taken during your appointment.

**LICENSE FEE:** A \$100 non-refundable fee is collected when applying for a LTC or FID. Personal checks, bank checks, and money orders are accepted for payment. Please make checks payable to: **Town of Foxborough. No Credit/Debit cards are accepted.** NOTE: *All renewal fees are waived for applicants who are 70 years of age or older.*

**IDENTIFICATION:** You must bring a valid government issued photo identification such as a valid Massachusetts Driver's License and/or Massachusetts Identification Card.

**RESIDENCY:** Applicants must be able to document their Foxborough residency and/or business address. It is suggested you bring one (1) of the following documents with you: utility invoice, credit card invoice, water bill, rental agreement or property tax bill.

**CITIZENSHIP:** New Applicants: if you are a United States citizen by birth, you must bring either a 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. **Renewals do not require proof of citizenship.**

**PREVIOUS LTC or FID:** Renewal candidates should bring their current or expired LTC or FID.

**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 of completion must accompany your application. **This section does not apply to renewal candidates who have previously submitted a certificate.**

**LETTER to POLICE CHIEF:** If you are a new applicant for a LTC, or wish to change a restriction on your current LTC, your application packet must include a letter addressed to Police Chief Michael Grace, stating the reasons why you are requesting such a license. NOTE: *If you are applying for a "Purpose of Employment" LTC you must also to submit a letter from your employer supporting your claim.*

**CURRENT PROCEDURE:** Please submit ALL paperwork to start the application process (drop off or mail, attention Lee McCarthy). You will be contacted in approximately 2-3 weeks to schedule a time for fingerprinting, photo, and interview. Any questions, please call 508-543-1212 x 212.