

## **ELIGIBILITY REQUIREMENTS FOR A LICENSE TO CARRY FIREARMS**

- **You must be a citizen of the United States, and you must submit proof (a U.S. birth certificate or a valid U.S. passport). If you are a naturalized citizen, you must submit your Certificate of Naturalization. We will make photocopies of your original documents.**
- **You must be a legal resident of Newton or own a business in Newton.**
- **You must be at least 21 years old.**
- **You must not have an outstanding warrant against you.**
- **You must not be the subject of a current restraining order or a suspension or surrender order.**
- **If you have been treated or confined for drug addiction or alcoholism, you must wait five years from the termination date of such treatment or confinement, and you must submit an affidavit from a registered physician stating that you have been cured.**
- **If you have been confined to a hospital or institution for mental illness, you must submit an affidavit from a registered physician stating that he/she is familiar with your condition and that, in his/her opinion, there is no reason why you should not possess a firearm, rifle or shotgun.**
- **As of 10/21/98, the following convictions are permanent disqualifiers for a LTC: felony, drug violation, violent crime, and a misdemeanor punishable by more than two years imprisonment.**

## **REQUIREMENTS FOR FIRST TIME APPLICANTS AND FOR APPLICANTS WITH A CURRENT LTC NOT ISSUED BY THE CITY OF NEWTON**

- 1) If you are a first time applicant **or a renewal applicant from another city**, you must submit a certificate showing you have successfully completed a state-approved basic firearms safety course (example: NRA Basic Pistol Course, NRA Personal Protection Course, etc.) conducted by a state-certified firearms instructor **or proof you possessed a valid FID or LTC on June 1, 1998.**
- 2) You must provide proof of U.S. Citizenship (a U.S. birth certificate or U.S. Passport). If you are a naturalized U.S. citizen, you must submit your naturalization certificate. We will make photocopies of your original documents.
- 3) You must submit two letters of reference from the individuals listed on your application. Each reference must state how long he or she has known you and that, in his or her opinion, you are of sound mind and character and that you have demonstrated responsibility for the safe possession of a firearm. The reference must indicate his or her willingness to be interviewed by telephone and in confidence by this department. The telephone number of the reference must be included in the letter. **REFERENCES MUST BE FROM NON-RELATIVES.**
- 4) If you were previously licensed in another city or town (and therefore, new to the Newton Police Department), you must submit a letter from the police department of that city or town stating that there have been no problems that might indicate you are an unsuitable person for the renewal of a License to Carry Firearms.

## **REQUIREMENTS FOR ALL APPLICANTS (FIRST TIME AND RENEWAL)**

You must supply a letter, written by you, explaining specifically your reason for applying for a License to Carry Firearms. The following reasons for issuance and restrictions will apply:

*(see M.G.L.Ch.140 s.131 "(a) A Class A license shall entitle a holder thereof to purchase, rent, lease, borrow, possess and carry: (i) firearms, including large capacity firearms, and feeding devices and ammunition therefor, for all lawful purposes, subject to such restrictions relative to the possession, use or carrying of firearms as the licensing authority deems proper; and (ii) rifles and shotguns, including large capacity weapons, and feeding devices and ammunition therefor, for all lawful purposes; provided, however, that the licensing authority may impose such restrictions relative to the possession, use or carrying of large capacity rifles and shotguns as it deems proper. A violation of a restriction imposed by the licensing authority under the provisions of this paragraph shall be cause for suspension or revocation and shall, unless otherwise provided, be punished by a fine of not less than \$1,000 nor more than \$10,000; provided, however, that the provisions of section 10 of chapter 269 shall not apply to such violation."*

### **a) All Lawful Purposes:**

- Law Enforcement Personnel (ex. Municipal Police, Deputy Sheriff, Corrections)
  - 1. Employment Purposes**
- Personnel responsible for transporting large sums of money (cash) – A letter must be submitted from your employer and proof must be supplied (example: cash deposit slips, sales receipts, catalogs, etc.).
- Private Investigator/Security personnel/Armored Car, etc. – A letter must be submitted from your employer on company letterhead explaining reason and requirement for applicant to carry a firearm.

**b) Certified Firearms Instructor** – Documentation must be provided.

**c) Hunting**

**d) Sporting**

**e) Target Shooting**

**Proof of Newton residency is required.** In addition to your Mass. Driver's License, you must provide other proof (ex. voter registration, car registration, utility bill, credit card statement, etc.)

## **SUBMITTING YOUR APPLICATION (PROCEDURE FOR ALL APPLICANTS)**

A \$100 non-refundable fee is due at the time the application is submitted. Please have the exact amount in cash or a check made payable to "City of Newton."

**Note: By statute [Massachusetts General Laws, Chap. 140, Section 131-i ], there is no application fee for renewal applicants over 70 years of age.**

As of 01/28/04, the Newton Police Department has been using the new **MIRCS (Massachusetts Instant Record Check System)** terminal for processing all firearms applications. This requires participation by you during the data entry process which includes scanning your right index fingerprint and your photograph into the system. **(Note: first time applicants must also have a complete set of fingerprints done at the time of application.)** This process takes from 20-30 minutes to complete. Because of the current time frame, you should call ahead to schedule an appointment **(Detective Bureau: 617-796-2104)**. Walk-ins can be accommodated only if time is available; however, scheduled applicants will be given preference (if on time).

In order to expedite the process, please make sure your application is filled out completely – **yes, even if it is a renewal!** As of this date (02/06/04), we have had problems with the following incomplete information:

- Full names of your references. (Reminder: no relatives)
- Addresses and zip codes of your references.
- If you are a naturalized citizen, you must provide the date, place and naturalization number.
- Also, please refer to Page 4 for clarification on Question #10 (the question most frequently answered incorrectly).

This computerized system is unforgiving. If a mandatory field is left blank, the process cannot proceed until that field is completed. You will have to reschedule an appointment for a future date in order to complete your application.

The application procedure is expected to take approximately 30 days. If you are a renewal applicant, you should submit your application 6-8 weeks prior to the expiration date on your license. **There is no grace period for expired licenses!**

**Note: the license cannot be issued until the fingerprint-supported background check has been completed by the State Police.** Please telephone the Detective Bureau (617-796-2104) four weeks after you have submitted your application to determine its status. We will inform you at that time if your license is ready to pick up.

Your application may be denied because of either statutory disqualification and/or because the licensing authority has determined that you are not a suitable person to be licensed to carry firearms.



# City of Newton Police Department



TELEPHONE  
(617) 796-2101  
FAX # (617) 796-3679

**John J. O'Brien**  
CHIEF OF POLICE

*Office of the Chief of Police*  
**HEADQUARTERS**  
1321 WASHINGTON STREET  
NEWTON, MASSACHUSETTS 02465

## **Applications for License to Carry Firearms/ Firearms Identification Card**

- ◆ Question #10- *Have you ever appeared in any court as a defendant for any criminal offense (excluding non-criminal traffic offenses)?* **NOTE:** Operating a motor vehicle without a license, Operating a motor vehicle after suspension/revocation, Operating an uninsured motor vehicle are all criminal offenses. Speeding, red light infractions, etc. are not.
- ◆ You must answer if you have ever appeared in any court as a defendant for any criminal offense. Any arrest must be specified. The disposition of the case does not matter. Even if the case was dismissed, continued without a finding, not guilty, etc. it must be documented. Failure to answer this question truthfully may result in denial, suspension or revocation. It may also result in criminal prosecution for failing to answer truthfully.
- ◆ You must document any appearance regardless of what you may have been advised to the contrary.
- ◆ Sealed cases must also be documented. We will be notified if a case was sealed. Juvenile appearances as a criminal defendant are required to be documented and are not exempt.
- ◆ Applications are signed under the penalties of perjury. Failure to answer truthfully is a criminal offense under Massachusetts General Law Chapter 140 section 129 and 131.

FIRST ACCREDITED CITY POLICE DEPARTMENT IN MASSACHUSETTS

