

## **ELIGIBILITY REQUIREMENTS FOR A NON-RESTRICTED FIREARMS IDENTIFICATION CARD**

- 1. YOU MUST BE A CITIZEN OF THE UNITED STATES OR A PERMANENT RESIDENT (GREEN CARD HOLDER).**
- 2. YOU MUST SUBMIT PROOF OF U.S. CITIZENSHIP/PERMANENT RESIDENT (A U.S. BIRTH CERTIFICATE OR VALID U.S. PASSPORT, PERMANENT RESIDENT CARD AND PASSPORT; IF YOU ARE A NATURALIZED CITIZEN, YOU MUST SUBMIT YOUR CERTIFICATE OF NATURALIZATION). PHOTOCOPIES WILL NOT BE ACCEPTED. WE WILL MAKE PHOTOCOPIES OF YOUR ORIGINAL DOCUMENTS.**
- 3. YOU MUST BE A LEGAL RESIDENT OF NEWTON OR OWN A BUSINESS IN NEWTON.**
- 4. YOU MUST BE AT LEAST 18 YEARS OLD. IF YOU ARE UNDER 18 YOU MUST SUBMIT A NOTARIZED LETTER FROM A PARENT OR GUARDIAN GRANTING PERMISSION.**
- 5. YOU MUST NOT HAVE AN OUTSTANDING WARRANT AGAINST YOU.**
- 6. YOU MUST NOT HAVE BEEN CONVICTED OF A FELONY, OR DRUG VIOLATION WITHIN THE PAST FIVE YEARS. IF, FOR SUCH CONVICTION, YOU WERE CONFINED, SERVED PAROLE OR PROBATION, YOU MUST WAIT FIVE YEARS FROM THE LAST OCCURRING DATE BEFORE APPLYING FOR AN F.I.D.**
- 7. YOU MUST NOT HAVE BEEN CONVICTED OF A FELONY, MISDEMEANOR PUNISHABLE BY MORE THAN TWO YEARS IMPRISONMENT.**
- 8. YOU MUST NOT BE THE SUBJECT OF A CURRENT RESTRAINING ORDER OR A SUSPENSION OR SURRENDER ORDER.**
- 10. IF YOU HAVE BEEN TREATED OR CONFINED FOR DRUG ADDICTION OR ALCOHOLISM, YOU MUST WAIT FIVE YEARS FROM THE DATE OF SUCH TREATMENT OR CONFINEMENT, AND YOU MUST SUBMIT AN AFFIDAVIT FROM A REGISTERED PHYSICIAN STATING THAT YOU HAVE BEEN CURED.**
- 11. 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.**
- 12. OTHER DISQUALIFYING CIRCUMSTANCES – IF YOU RENOUNCED YOUR CITIZENSHIP; IF YOU HAVE BEEN DISHONORABLY DISCHARGED FROM THE ARMED FORCES; IF YOU ARE A FUGITIVE FROM JUSTICE.**

**\*THE FOLLOWING CONVICTIONS ARE PERMANENT DISQUALIFIERS FOR AN F.I.D. CARD: A FELONY, A VIOLENT CRIME, A MISDEMEANOR CRIME OF DOMESTIC VIOLENCE, TRAFFICKING IN DRUGS, TRAFFICKING IN FIREARMS.**

## **APPLICATION INFORMATION FOR A NON-RESTRICTED FIREARMS IDENTIFICATION CARD**

Please call the Detective Bureau at 617-796-2104 to schedule an appointment. A \$100 non-refundable fee is due at the time the application is submitted. Please have a check or money order made payable to "City of Newton". There is no fee for renewal applicants 70 years of age or over [Massachusetts General Laws, Chap. 140, Section 131-i].

At the time of your appointment all applicants must submit the following items:

- 1) A completed firearms application form.
- 2) Proof of U.S. Citizenship (a U.S. birth certificate or U.S. Passport. If you are a Permanent Resident, you must submit your Permanent Resident Card and your Passport. If you are a naturalized U.S. citizen, you make photocopies from your originals.
- 3) A Mass. Driver's License AND proof of residency (i.e., tax bill, utility bill, car registration, cell phone or credit card bill).
- 4) First time applicants only – Please submit a certificate of completion from a state-approved basic firearms safety course along with your application. (Renewals - If you had an 'old style' FID that was valid on June 1, 1998, but has long since expired, you do not have to submit a state-approved Basic Firearm Safety course certificate.)

Applicants will have their photograph taken at the time of their appointment. First time applicants will have two complete sets of fingerprints taken. If you are a renewal applicant but new to the City of Newton, you will have one set of fingerprints taken. Note: the license cannot be issued until the fingerprint-supported background check has been completed by the State Police. It is your responsibility to check with the Detective Bureau to see when your card is ready for pick up.

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 (08/25/09), we have had problems with the following incomplete information: a) If you are a naturalized citizen, you must provide the date, place and naturalization number; b) Refer to Page 3 for clarification on Question #5 (the question most frequently answered incorrectly). 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 must submit your application prior to the expiration date on your FID in order for the grace period to be effective (enacted 09/13/04, revised 2015). If you submit your application after the expiration date, there is no grace period!

An application may be denied because of statutory disqualification.

All required documentation must be presented at the time of your appointment. **Please do not mail, drop off or delivery documents prior to your appointment.**



# City of Newton Police Department



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

**DAVID L. MACDONALD**  
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 #5- *Have you ever appeared in any court as a defendant for any criminal offense?* 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 including sealed cases and juvenile appearances. These cases are not exempt and must be reported.**
- ◆ **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



# **Firearms Licensing Information (consolidated checklist)**

## **First time License to carry (LTC) applicants must bring:**

- Your Driver's License
- A completed firearms application (3 pages)
- Your original Massachusetts approved firearms-training course certificate
- A letter requesting a LTC, state the reason(s) why you are requesting a LTC
- Two letters of reference. Letters must be signed and include name, address and phone number of person giving the reference (No Relatives or Newton Police Personnel)
- An original birth certificate or valid passport.
- Naturalization Certificate if you are a naturalized citizen, or Green Card for Permanent residents
- A copy of a Tax or Utility Bill, or RMV certificate (Not rental or lease)
- Application fee of 100.00, check or money order (No Cash) payable to 'City of Newton'

## **First time Firearms Identification Card (FID) applicants must bring:**

- Your Driver's License
- A completed firearms application (3 pages)
- Your original Massachusetts approved firearms-training course certificate
- An original birth certificate or valid passport
- Naturalization Certificate if you are a naturalized citizen, or Green Card for Permanent Residents
- A copy of a tax or utility bill, or RMV certificate (Not rental or lease)
- Application fee of 100.00 check or money order (No Cash) payable to 'City of Newton'

## **To renew your LTC or FID please bring:**

- Yours Driver's License
- A completed firearms application form (3 pages) with completed/signed Affidavit form
- Your current LTC or FID card
- Application fee of \$100.00, check or money order payable to 'City of Newton'
- A copy of a Tax or Utility Bill, or RMV certificate (Not rental or lease)
- \*\*If your card has long since expired it is suggested that you bring your original B-certificate or passport, Naturalization Certificate or Green Card if applicable. If we find that we don't have any of these documents on file we will ask you to produce one prior to issuing your card.

## **First time Restricted Mace/Pepper Spray FID Card applicants must bring:**

**\* This application is for minor applicants only, under the age of 18\***

- Your Parent(s) with photo ID – Driver's License, a copy of a Tax bill or Utility bill
- Letter of Authorization signed by your parent(s)
- Your Driver's License or Photo ID
- A completed firearms application (3 pages)
- Application fee of \$25.00, check or money order payable to 'City of Newton'
- Original birth certificate or valid passport
- Naturalization Certificate if you are a naturalized citizen, Green card if you are a Permanent Resident

**Please call Detective Bureau @ 617-796-2104 to schedule an appointment and bring all the required material; you will be fingerprinted (if needed) and photographed at this time. The Firearms Licensing Officer will contact you in 1 –2 weeks and ask you to return for an interview (1<sup>st</sup> time LTC applicants only). Please call eight weeks after your initial appointment to see if your firearm card is in. You will be required to pick the card up in person (Monday – Friday, Between 8AM-3PM only).**