



# Ashburnham Police Department

99 Central Street  
Ashburnham, MA 01430  
(978) 827-4110  
fax (978) 827-5703  
www.ashburnhampd.org



Chris W. Conrad  
Chief of Police

## FIREARM LICENSE APPLICATION GUIDANCE

AS THE TOWN OF ASHBURNHAM FIREARMS LICENSING AUTHORITY IT IS OUR DESIRE TO PROCESS YOUR LICENSE APPLICATION AS THOROUGHLY AND TIMELY AS POSSIBLE AND YOU CAN HELP. MISSING AND/OR INACCURATE INFORMATION WILL DELAY THE PROCESS AND MAY RESULT IN THE APPLICATION BEING DENIED. *PLEASE READ CAREFULLY AND UNDERSTAND THE INFORMATION BELOW AS IT ADVISES YOU OF THE STATE AND /OR FEDERAL LAW. IT IS NOT WITHIN OUR DISCRETION TO CHANGE OR DISREGARD THEM.*

IF YOUR APPLICATION IS DENIED, it is usually due to one of the following reasons:

- Disqualifying criminal record;
- False answer to any question on the application;
- False answer to any question asked by the licensing officer or his/her designee; and/or
- Criminal information omitted from (or not attached to) the application is required

All previous in-state and out-of-state criminal appearances are considered to determine the “suitability” of all firearm license applicants. This check will include “sealed records.”

The application asks specific questions regarding your personal background, past criminal history, etc. **You must answer all questions fully and truthfully. Failure to do so could result in your application being denied.** You do not have to list any non-criminal traffic offenses.

Question #4 on the application asks, “Have you **ever appeared\*** in any court as a defendant for any criminal offense?” The key word is “**appeared**” not necessarily mean arrested. Having been arrested and convicted of a crime does not necessarily prohibit someone from getting a license to carry firearms or an FID card, not listing it will.

\*Please note; “ever appeared” includes all, regardless of where, adult and juvenile court appearances. It does not matter if you were found “not guilty,” “not delinquent,” the charges were “dismissed,” or the case was “continued without a finding,” etc. You must account for all appearances. All court appearances will be discovered during our application process. You must indicate if you have a “sealed record” and the offense. When we discover missing or inaccurate information for Question #4, we often hear “I forgot about it,” or “they told me it wouldn’t show up,” or “it never showed up before,” or “it was so long ago, I didn’t think it mattered,” etc. Appearing in a court of law is a memorable event in someone’s life and all must be listed on your application.

If necessary, you may contact the Massachusetts Criminal History Systems Board to learn how to obtain your Massachusetts criminal record check (iCORI), before you submit your application.

Request a certified copy of a personal CORI, including advocate, attorney, and open access requests:  
<https://www.mass.gov/how-to/request-cori-as-an-individual>

By signing below, you acknowledge your understanding of the above information.

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services**

200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4600 | TTY: 617-660-4606 | mass.gov/cjis

PD USE ONLY	
FTN:	_____
LIC #:	_____

**Submit this form and direct any questions to  
your local police department**

**MASSACHUSETTS RESIDENT LTC/FID/MACHINE GUN APPLICATION  
FOR NEW/RENEWAL OF A FIREARMS IDENTIFICATION CARD OR LICENSE TO CARRY  
FIREARMS OR LICENSE TO POSSESS A MACHINE GUN (M.G.L. c. 140, §§ 129B, 131)**

**CHECK ONE:**

- New Applicant\*
- Renewal - Most Recent License to Carry/FID Number: \_\_\_\_\_

\*NOTE: If application is for a first firearms identification card or license to carry firearms, a copy of the Firearms Safety Certificate or Hunter Safety Course Certificate must be attached, unless exempt by statute. If this is a renewal application, a lost/stolen firearms affidavit must be submitted.

**LICENSE APPLICATION TYPE** (Check Only One):

- Firearms Identification Card - Restricted (self-defense spray)
- Firearms Identification Card
- License to Carry
- License to Possess a Machine Gun
- Gun Club License (Only the Colonel of the State Police can issue a club license)

**EXCEPT FOR SIGNATURE, PRINT OR TYPE ALL REQUESTED INFORMATION:**

Last Name	First Name	Middle Name	Suffix
-----------	------------	-------------	--------

Residential Address	City	State	Zip Code	Telephone Number
---------------------	------	-------	----------	------------------

Mailing Address	City	State	Zip Code	Telephone Number
-----------------	------	-------	----------	------------------

Date of Birth	Place of Birth (City, State, Country)
---------------	---------------------------------------

Mother's First Name	Mother's Maiden Name	Father's First Name	Father's Last Name
---------------------	----------------------	---------------------	--------------------

Height	Weight	Build	Complexion	Hair Color	Eye Color
--------	--------	-------	------------	------------	-----------

Occupation	Social Security Number (Optional)	Drivers License Number
------------	-----------------------------------	------------------------

Employed By	Business Address
-------------	------------------

City/Town	State	Zip	Telephone Number
-----------	-------	-----	------------------

**ANSWER THE FOLLOWING QUESTIONS COMPLETELY AND ACCURATELY:**

1. Are you a citizen of the United States?  YES  NO

If lawful permanent resident alien, give green card number and resident date

	Green Card Number	Resident Since (date)
--	-------------------	-----------------------

If naturalized, give date, place and naturalization number

	Date	Place	Naturalization No.
--	------	-------	--------------------

2. Have you ever renounced your U.S. citizenship?  YES  NO

3. What is your age? \_\_\_\_\_ (You must be 21 to apply for a LTC, 18 to apply for a FID card, or 14 to 17 with submission of a certificate of parent or guardian granting permission to apply for a FID card or FID card – Restricted).

4. Have you ever been arrested or appeared in court as a defendant for any criminal offense?  YES  NO

5. Are you the subject of any pending criminal charges?  YES  NO

6. Have you ever been convicted of a felony?  YES  NO

7. Have you ever been convicted of the unlawful use, possession, or sale of controlled substances as defined in M.G.L. c. 94C, § 1?  YES  NO

8. Have you ever been convicted of a violent crime or a crime of domestic violence?  YES  NO

9. Have you ever been convicted as an adult or adjudicated a youthful offender or delinquent child in any state or federal jurisdiction?  YES  NO

10. Are you now, or have you ever been the subject of a restraining order issued pursuant to M.G.L. c. 209A, or a similar order issued by another jurisdiction?  YES  NO

11. Are you currently the subject of any outstanding arrest warrant in any state or federal jurisdiction?  YES  NO

12. Have you ever been committed to any hospital or institution for mental illness, or alcohol or substance abuse?  YES  NO

13. Has any firearms license issued under the laws of any state or territory ever been suspended, revoked, or denied?  YES  NO

14. Have you been discharged from the armed forces of the United States under dishonorable conditions?  YES  NO

15. Have you been the subject of an order of the probate court appointing a guardian or conservator?  YES  NO

**If you answered "YES" to any of the questions 2-15, give details which must include dates, circumstances and location; use a separate sheet of paper if necessary.**

---



---



---



---

Have you ever used or been known by another name?

YES  NO

If "YES", provide name and explain: \_\_\_\_\_

Other than Massachusetts, in what state(s), territory(ies), or jurisdiction(s) have you lived?

NONE

\_\_\_\_\_

Have you ever held a firearms license in any other state, territory or jurisdiction?

YES  NO

If "YES", when, where, and license number? \_\_\_\_\_

\_\_\_\_\_

**List the name and addresses of two references (as required by your licensing authority)**

1.

Last Name		First Name	
Address		City/Town	State Zip

2.

Last Name		First Name	
Address		City/Town	State Zip

**Reason(s) for requesting the issuance of a card or license:**

- Unrestricted
- Target & Hunting
- Sporting
- Employment

Use lines below to indicate the reason(s) you are requesting the license; use a separate sheet of paper if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*WARNING\*** Any person who knowingly files an application containing false information shall be punished by a fine of not less than \$500 nor more than \$1,000 or by imprisonment for not less than 6 months nor more than 2 years in a house of correction, or by both such fine and imprisonment (M.G.L. c.140, §§ 129B(8), 131(h)).

I declare the above facts are true and complete to the best of my knowledge and belief and I understand that any false answer(s) will be just cause for denial or revocation of my license to carry firearms. I understand that filing an application that contains false information is a criminal offense.

Signed under the penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_ month \_\_\_\_\_ year

Signature of Applicant: \_\_\_\_\_

**Massachusetts License to Carry (LTC)/Firearms Identification Card (FID) Affidavit**

Complete this form **only** if you are **renewing** your firearms license.

License Holder Name: \_\_\_\_\_

Current LTC or FID card Number: \_\_\_\_\_

*Please select one:*

**A.**  (No firearm(s) lost or stolen since previous issuance of LTC or FID card)

1. I am renewing a Massachusetts firearms identification (FID) card or license to carry (LTC) firearms.

2. I have not lost one or more firearms or had any firearms stolen since the renewal or issuance of my last FID card or LTC.

**OR**

**B.**  (Firearm(s) reported lost or stolen since previous issuance of LTC or FID card)

1. I am renewing a Massachusetts firearms identification (FID) card or license to carry (LTC) firearms.

2. I have lost one or more firearms or have reported stolen one or more firearms since the renewal or issuance of my last FID card or LTC.

*List all lost or stolen firearms below; use additional sheets as necessary.*

Lost or Stolen	Date Reported Lost or Stolen	Reported to (Police Dept.)	Type	Make	Model	Serial Number	Case Number

The above information is true and accurate to the best of my knowledge and belief.

**SIGNED UNDER THE PENALTIES OF PERJURY:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_