



# TOWN OF IPSWICH

## POLICE DEPARTMENT

15 Elm Street  
IPSWICH, MASSACHUSETTS 01938



**Paul A. Nikas**  
Chief of Police

(O) – 978-356-4343  
(F) – 978-356-6625

**Lt. Jonathan M. Hubbard**  
Executive Officer

## FIREARMS LICENSE APPLICATION

PLEASE READ CAREFULLY

All applicants for a License to Carry Firearms (LTC) or a Firearms Identification cards (FID), including renewals, must comply with the following requirements.

- All applicants for a License to Carry Firearms Class A, or Firearms FID cards Class C or Class D restricted, who were not previously licensed on June 1, 1998 are now required to satisfactorily complete a Basic Firearms Safety course approved by the Massachusetts State Police or a Hunter Safety course, given by the Massachusetts Division of Fisheries and Wildlife, before any application will be processed. To obtain a list of approved safety courses and State certified instructors, visit the website [www.ma.gov](http://www.ma.gov) and go to "Department of State Police".
- Applicants should carefully read the informational supplement and complete the Application Form
- All applicants must submit to background and nationwide record checks, which will be done by the Ipswich Police Department, fingerprints are required, **NO PHOTOGRAPHS REQUIRED.**
- All applicants must have valid proof of identity (driver's license, photo ID etc) which proves residency or business addresses.
- Payment for any License or FID card will be payable by check **NO cash will be accepted**

License fees:	Class A License to Carry Firearms	\$ 100.00
	Class C Firearms Identification Card (FID)	\$ 100.00
	Class C FID Applicants Ages 14-17	\$ 25.00
	Class D FID Chemical Mace Spray one time only fee	\$ 25.00
	Class E Machine Gun License	\$ 100.00

All applicants must follow these instructions carefully. No License to Carry Firearms or FID card will be issued by the Ipswich Police Department unless all information is accurate and all required documents are submitted. All licenses will be issued in accordance with the provisions of Massachusetts General Laws Chapter 140 § 129B and § 131.

## FIREARMS LICENSE APPLICANTS

### IMPORTANT INFORMATION - PLEASE READ CAREFULLY

There were significant changes to the firearm's laws in 1998, 2000 and 2004. This form is intended to provide you with some basic information to help you to be in compliance with the firearm's laws, and to help you fill out the attached application forms.

#### **Out-of-State residents please note:**

If you are not a legal resident of Massachusetts or the owner/principle of a business in Massachusetts, and you wish to obtain a Massachusetts License to Carry Firearms, they are only issued by the State. Also note, non-residents cannot be issued FID cards for long gun or chemical propellants. To obtain a non-resident application or information, write to: Commonwealth of Massachusetts Department of Public Safety, Firearms License Bureau, 200 Arlington St., Suite 2200, Chelsea, MA 02150, or go to the state's website [www.ma.gov](http://www.ma.gov). "State Police".

#### **For Mass resident applicants:**

Massachusetts now has four different classes of licenses. The differences are described below:

**License to Carry Firearms Class A (LTC)** is a handgun license, **renewable every 6 years.** It allows one to possess, purchase and transport rifles, shotguns, feeding devices, ammunition, mace, pepper spray etc, within the statutory limits for the LTC Class A.

**Firearm's Identification Card Class C (FID)** is a long gun license, **renewable every 6 years.** It allows one to own, possess, purchase and transport non-large-capacity only rifles, shotguns, feeding devices, ammunition and chemical sprays within the statutory limits.

**Firearm's Identification Card (FID) Class D** is "**Restricted**", **renewable every 6 years,** to chemical sprays only (mace, pepper spray, etc).

**License to Possess a Machine Gun Class E** is a license to possess a machine gun issued under section M.G.L. c. 131 (o) **ONLY** to a MPTC firearms instructor or a bonafide collector.

**All of the old style FID cards issued prior to 10/21/98 is now obsolete.** All have expired, even if it's noted on the card that it's "valid for life" or, "valid until suspended or revoked, etc.

**The application form** is the same form for licenses to carry firearms (handguns), as for FID cards (long gun or "restricted"). If you are unsure which license to apply for, the following information should be helpful. If you are still unsure, do not check any of the boxes on the application form until you can meet with the licensing officer.

**License to Carry Firearms. Class A** is a license to own, possess, purchase and carry, **large capacity or non-large-capacity firearms**, or to own, possess, purchase and transport **large capacity or non-large capacity rifles**, shotguns and feeding devices as well as ammunition and chemical sprays. Valid for 6 years, allows for concealed carry.

**Firearms Identification Card Class C** is a license to own, possess, purchase and transport **non-large capacity** rifles, shotguns, feeding devices, ammunition and chemical sprays.

**Note: Handguns can no longer be possessed**, even in your own home, with just an FID card. Handgun possession now requires a valid class A license to carry firearms, valid for 6 years.

**Firearms Identification Card Class D** is a "restricted" license, solely for the possession and carrying of chemical sprays (mace, pepper spray, etc) valid for 6 years.

**License to Possess a Machine Gun Class E** is a license to possess a machine gun issued under section M.G.L. c. 131 (o) **ONLY** to a MPTC firearms instructor or a bonafide collector.

### **CAPACITY DEFINED**

For the full definition of "capacity" see Massachusetts General Laws Chapter 140 § 121

**Large Capacity** means a weapon's capability of carrying more than 10 rounds of ammunition for firearms, rifles or feeding devices, or more than 5 rounds for shotguns.

**Non-Large Capacity** means a weapon's capability of carrying 10 rounds or less of ammunition for firearms, rifles and feeding devices, or 5 rounds or less for shotguns.

**Important: Statute requires that all firearms owners make specific provisions to secure all conventional weapons they possess to be in compliance with the law. Trigger locks may not meet this requirement. For specifics, and the penalty for failure to do so, refer to the Massachusetts General Laws Chapter 140 § 131L.**

### **Additional Notes**

1. Before any **first time** applicant is issued a Class A license to carry firearms, they are required to satisfactorily complete a **Basic Firearms Safety** course, taught by a Massachusetts State certified instructor. Before a first time issuance of a Class C FID card, they must complete a **Massachusetts Hunter Safety Course**, taught by a Massachusetts Division of Fisheries and Wildlife instructor, or a **Basic Firearms Safety** course, taught by a Massachusetts State certified instructor.
2. **Before submitting an application**, read and fully understand all of the questions. Be sure in your own mind that there's nothing in your past that would disqualify you. Remember, if it's denied **the fee is non-refundable**. Nationwide record checks will be done for every applicant. If you are unsure about submitting an application, out of concern that it may not be approved and you will lose the fee, you can schedule an appointment with the licensing officer to discuss any issues in question, before it's processed. **ALL juvenile and adult "Sealed" records are accessed by licensing authorities when considering an application, including all renewal applications. If it's determined that you withheld any information, it will result in your application being denied.**
3. **Be sure to put a phone contact number** on the application so the licensing officer can contact you to set up an appointment, or cancel one should the need arise.
4. **If you must cancel an appointment**, or need to reschedule, please call 978-356-4343
5. **MINORS** If you are applying for an FID card, you must be at least age 14. But, if you are under age 18, in addition to the above requirements, you must also have a parent or legal guardian's consent on a form provided by this department. The parent or legal guardian must also be present at the interview and he or she must have proper identification at that time.

**IMPORTANT INFORMATION**  
Please Read This Entire Document Carefully

**IF YOUR APPLICATION IS DENIED, it is usually due to; Disqualifying criminal record, false answer to any question on the application or to any question asked by the licensing officer during the interview, criminal information omitted from (or not attached to) the application, as required. As a result of the Gun Control Act of 1998, for the purposes of firearms licensing, all past detentions, arrests, court appearances, juvenile adjudication's including any "Sealed" records will be accessed and considered in order to determine the "suitability" of all applicants for licenses to carry and possess firearms. After having read this entire form, you will be asked specific questions regarding personal background, past criminal history, etc. You must answer all questions fully and truthfully. Failure to do so will result in your application being DENIED. In addition;**

**Question # 4** on the application asks, "Have you ever appeared in any court as a defendant for any criminal offense? The key word here is "appeared", not necessarily arrested). You do not have to list non-criminal traffic offenses. Having been arrested and convicted of a crime does not necessarily prohibit you from getting a License to Carry Firearms or a FID card, not putting it down will.

Please note that, "ever appeared" includes all adult and Juvenile court appearances. It does not matter if you were found "not guilty", or "not delinquent", or if the charges were "dismissed", or if the case was "continued without a finding", etc. You have to put it all down. If you do not answer all questions truthfully we will find out, no matter how long ago the incident occurred. You must tell us if you have a "sealed" record, but you do not have to disclose what the offense was. We will receive notification of any "sealed record" disqualifiers, from the State.

If you are denied we will not accept excuses such as; "I forgot" or "They told me it wouldn't show up", "It never showed up before" or "It was so long ago I didn't think it mattered now", etc.

Make any necessary changes now. If necessary you may contact the licensing officer for a form to request your Massachusetts record check, before you submit your application. You are signing all of these documents under the pains and penalties of perjury. If there is any omission or if any false answer is found, your application will be denied and you may face criminal prosecution for perjury.

Signed: \_\_\_\_\_

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

**FID Cardholder**  
**Federal Law Prohibiting Firearms Possession By Certain Persons**  
**Chapter 44, Title 18 U.S.C. 922, Section (g)**

It shall be unlawful for any person - (1) who has been convicted in any court of a crime punishable by imprisonment for a term of one year (does not include any State offense classified by the laws of the State as a misdemeanor and punishable by a term of imprisonment of two years or less ); (2) who is a fugitive from justice; (3) who is an unlawful user of or addicted to any controlled substance (as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802); (4) who has been adjudicated as a mental defective or who has been committed to a mental institution; (5) who, being an alien is illegally or unlawfully in the United States; (6) who has been discharged from the armed forces under dishonorable conditions; (7) who having been a citizen of the United States has renounced his citizenship; (8) who is subject to a court order that - (A) was issued after a bearing of which such person received actual notice, and at which such person had the opportunity to participate; (B) restrains such person from harassing stalking or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C) (i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury, to ship or transport in interstate or foreign commerce, or possess in or affecting commerce, any firearm or ammunition; or to receive any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.

**WARNING!**

**Notification to FID Cardholder of Possible Violation of Federal Law**

**It is a federal FELONY for a "prohibited person" to purchase or attempt to purchase, own or possess any modern firearm or ammunition even with an FID Card**

As you are currently not statutorily disqualified under Massachusetts law from being issued a FID Card under M.G.L Chapter 140 § 129B, this licensing authority is required to issue you an FID Card.

Please note that after issuance of this FID, this Department will contact ATF at any time we become aware of your possession of modern firearms or ammunition in violation of federal firearms laws.

As a federally prohibited person with a valid FID Card, you may purchase or possess the following:

Chemical sprays designed to incapacitate as defined by M.G.L. Chapter 140 § 121;  
Black powder or similar ammunition for use with primitive firearms or replicas of primitive firearms as described in M.G.L. Chapter 140 § 121.

## REQUEST FOR PHYSICIAN'S AFFIDAVIT

According to M. G. L. Chapter 140 s129B and s131, all applicants for firearms licenses (Class A, C D or E), who have been confined to any hospital or institution for mental illness, or who have been under treatment for, or confinement for drug addiction and/or habitual drunkenness (alcoholism), shall be denied a license unless they comply with the following:

### If previously under treatment for or confinement for mental illness

In these cases, the applicant MAY be issued a license provided;

He/she submits an affidavit of a registered physician, attesting that such physician is familiar with the applicant's mental illness and that in such physician's opinion the applicant is not disabled by such illness in any manner that should prevent the applicant from possessing a firearm, rifle or shotgun. Physicians please note: Unless the affidavit includes the above wording in bold print, the application will be denied (see reverse side for sample letters).

### If previously under treatment for or confinement for drug addiction and or habitual drunkenness (alcoholism)

In these cases, the applicant MAY be issued a license provided;

He/she submits an affidavit of a licensed physician, attesting that such physician is familiar with the applicant's past history of alcohol and/or drug abuse and that:

- (a) Five years have elapsed since successful termination of treatment, or confinement for such alcohol and/or drug abuse.
- (b) That in such physician's opinion, he/she is deemed cured.

Physician please note: Unless the affidavit includes the above wording in bold print, the application will be denied (see reverse side for sample letters).

The affidavit (sample affidavits on reverse side) must be typewritten on the physician's full size sheet, letterhead stationery and must be signed by the physician. It must include a phone contact number and address for verification, please address the letter to the attention of Lieutenant Jonathan Hubbard, at the above address.

## SAMPLE AFFIDAVITS

### Mental Health

Date

Lieutenant Jonathan Hubbard  
Ipswich Police Department  
Elm Street

Ipswich, MA 01938

Dear Lieutenant Hubbard

I am writing to you in regards to (patient's name), a (current or former) patient who has applied to your department for a firearm's license. I am a registered physician in the state of (MA, NH, etc), and my license to practice medicine is in good standing. I am familiar with this patient's (past or present) history of mental illness and it is my medical opinion that he/she is not disabled by such (past or present) mental illness in any manner that should prevent him/her from possessing a firearm, rifles or shotgun.

Sincerely,

**OR**

### Alcohol and/or Drug Abuse

Dear Lieutenant Hubbard:

I am writing to you in regards to (patient's name), a (current or former) patient who has applied to your department for a firearm's license. I am a licensed physician in the state of (MA, NH, etc) and my license to practice medicine is in good standing. I am familiar with this patient's past history of alcohol and/or drug abuse and will attest that; (a) five years have elapsed since the successful termination of this patient's treatment, or confinement for such treatment and, (b) that in my medical opinion he/she is deemed cured.

Sincerely,

# **FIREARMS LICENSING DIVISION**

## **PARENT/GUARDIAN CONSENT FORM**

(Must be signed in the presence of the licensing officer)

Please print (except for signature)

I, \_\_\_\_\_, certify that I am the parent or legal guardian of the herein named minor applicant, \_\_\_\_\_. I am hereby giving consent, without apprehension, and of the belief that he/she does possess sufficient maturity and responsibility to be issued an FID card. I understand that this will permit him/her to possess “non-large capacity” rifles and shotguns, ammunition, mace, pepper spray, or similar chemical propellants, which are designed to temporarily incapacitate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Parent or legal guardian)*

I.D. presented: \_\_\_\_\_





**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
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Residential Address	City	State	Zip Code	Telephone Number
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Mailing Address	City	State	Zip Code	Telephone Number
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Date of Birth	Place of Birth (City, State, Country)
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Mother's First Name	Mother's Maiden Name	Father's First Name	Father's Last Name
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Height	Weight	Build	Complexion	Hair Color	Eye Color
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Occupation	Social Security Number (Optional)	Drivers License Number
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Employed By	Business Address
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City/Town	State	Zip	Telephone Number
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**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).  YES  NO

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.**

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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: \_\_\_\_\_