

Foxborough Police Department

8 Chestnut Street
Foxborough, MA 02035
(508) 543-1212

FIREARMS LICENSE APPLICATION CHECKLIST

Upon submitting a new or renewal application for the following: *License to Carry (LTC)*, *Firearms Identification Card, (FID)* or *Restricted Firearms Identification Card, (Restricted-FID)* you must provide us with the documents listed below. Please be advised that if you fail to provide us with the following when you submit your application the appointment may be cancelled and you will have to return at a later date.

APPLICATION: Applications are to be fully completed prior submission. Please be sure to answer all questions. Type or print clearly. NOTE: Question (10) of page (2) of the application refers to any criminal charge brought forth against you in a court of law, regardless of the outcome. If you appeared in court as a defendant and even if the charges brought against you were filed, dismissed, pardoned, sealed, etc, you must answer the question "YES" and provide details. It is your responsibility to fully inform the licensing authority of all court appearances. **Be advised that if your application is not completed truthfully, you're LTC or FID request will automatically be denied.**

PHOTOS and FINGERPRINTS: Digital photos and all necessary fingerprints will be taken by the Department during your appointment.

LICENSE FEE: A \$100 non-refundable fee is collected when applying for a LTC or FID. A one-time \$25 non-refundable fee is collected when applying for a Restricted-FID. Personal checks, bank checks, and money orders are accepted for payment. Please make checks payable to: **Town of Foxborough. No Cash, Credit/Debit cards are accepted.** NOTE: All 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 Drivers 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. Documents from registry of Motor Vehicles or insurance invoices will NOT be accepted as proof of residency.

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. Restricted FID cards do not require a certificate. **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 Edward O'Leary, stating the reasons why you are requesting such a license. You will be required to have an in person interview with the Police Chief. In your letter please indicate the best time to contact you to set up the in person interview. **This section does not apply to renewal candidates.** NOTE: *If you are applying for a "Purpose of Employment" LTC you must also to submit a letter from your employer supporting your claim.*

APPOINTMENTS: All applications are processed & submitted for review on a walk-in basis. The hours of operation are Tuesday 6 pm to 9 pm and Saturday 9 am to Noon. **Before coming to the Public Safety Building please call 508-543-1212 to ensure someone is available to process the application.**