



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Department of Criminal Justice Information Services

200 Arlington Street, Suite 2200, Chelsea, Massachusetts 02150, MASS.GOV/CJIS
TEL: 617-660-4600 • TTY: 617-660-4606 • FAX: 617-660-4613

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Andrea J. Cabral
Secretary of Public Safety and Security

James F. Slater, III
Acting Commissioner

RE: Application for Non-resident Temporary License to Carry Firearms

Dear Applicant:

All new and renewal non-resident temporary licenses to carry firearms (LTC) in Massachusetts are issued through the Massachusetts Instant Record Check System (MIRCS). MIRCS is a computer based application used to manage, process and monitor firearms licensing statewide.

To complete the application process, you must appear in person at the following:

**Dept. of Criminal Justice Information Services
Firearms Records Bureau
200 Arlington Street
Chelsea, MA 02150**

You will receive a notice by mail or email with your scheduled date and time to appear for final LTC processing in Chelsea, MA. Appointments will be scheduled in the order that completed applications are received and are typically scheduled within 60 days from the date of receipt. *The FRB recommends that all applicants apply for renewal at least 90 days before their current license expires to allow time for processing.*

Please pay close attention to the enclosed updated application instructions and complete the application accurately. A mistake on the application will result in a delay in the application process or a denial of the application. *Additionally, please take note of the enclosed explanation of applicable license restrictions.*

Thank you,

Michaela Dunne
Director of the Firearms Records Bureau



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TO: Applicant

RE: Restrictions for Non-resident Temporary License to Carry Firearms

The Firearms Records Bureau (FRB) may apply certain restrictions on a non-resident temporary license to carry firearms. These restrictions detail the terms and conditions that govern the possession of a firearm under the license pursuant to G.L. c. 140, §131F.

The following restrictions may be applied to a non-resident temporary license to carry firearms:

NONE – the LTC is issued for all lawful purposes with no restrictions. Applicant must show good reason to fear injury to his person or property.

EMPLOYMENT – restricts possession to business owner engaged in business activities or to an employee while engaged in work related activities, and maintaining proficiency, where the employer requires carry of a firearm (i.e. armored car, security guard, etc.). Includes travel to and from activity location.

TARGET & HUNTING – restricts possession to the purpose of lawful recreational shooting or competition; for use in the lawful pursuit of game animals and birds; for personal protection in the home; and for the purpose of collecting (other than machine guns). Includes travel to and from activity location

SPORTING – restricts possession to the purpose of lawful recreational shooting or competition; for use in the lawful pursuit of game animals and birds; for personal protection in the home; for the purpose of collecting (other than machine guns); and for outdoor recreational activities such as hiking, camping, cross country skiing, or similar activities. Includes travel to and from activity location.

NO CARRY OUTSIDE RESTRICTION – allows possession of a firearm in MA provided the firearm is unloaded and locked in a container; licensee may possess and use firearm during restricted activity (employment, target, hunting, sporting) and during travel to and from activity location.

Restrictions are based upon the information provided in the license application. Please ensure that you provide a detailed reason for requesting the issuance of a license in Massachusetts. Include information regarding how and where you intend to possess or use a firearm and your knowledge and training in Massachusetts firearms laws.

If you have any further questions please feel free to contact the FRB at (617) 660-4782.

Non-Resident Application Instructions

Non-Refundable Application Fee: \$100.00

Valid: 1 year, unless issued for employment (see #8)

The following items must be received and applications must be complete before you will be contacted by FRB staff to set up an appointment for final LTC processing in Chelsea, MA:

1. **Fee:** Only bank or postal money orders and certified checks made payable to "Commonwealth of Massachusetts" will be accepted as payment. The **non-refundable** application fee is one hundred dollars (\$100). *Cash or personal check(s) are unacceptable and if received, the application package will be returned to you.*
2. **Photocopy of Home State License to Carry Firearms:** All applicants must submit a photocopy of both sides of their home state license to carry firearms. If your home state does not issue firearms licenses, please submit notarized documentation confirming this fact, along with a letter from their local Police Chief (see below).
 - a. **Letter from the Police Chief:** Applicants who reside in states that do not require a resident to obtain a firearm permit must submit a recent letter from the police chief in the community where he or she resides which either attests to the applicants good character, or states whether or not the police department is aware of any local action that would prevent issuance of a license to carry a firearm. If your community does not have a police chief, a letter from any police authority which has jurisdiction in your community is acceptable.
3. **Report of Home State Criminal History Record:** All applicants from Louisiana, Washington D.C., and any American Territory (American Samoa, Guam, Puerto Rico, and the U.S. Virgin Islands) must provide a home state record check.

First time applicants from New York must submit an additional fingerprint card and money order that the DCJIS will submit directly to the NY Bureau of Criminal Records (please call FRB to request the additional forms). ***Residents from all other states are exempt from this requirement.***

4. **Firearms Safety Course:** First time applicants must submit a copy of a recent certificate showing completion of a basic firearm safety course given in their home state or in Massachusetts. ***This course must have been taken with an instructor who is certified by the Colonel of the Massachusetts State Police*** (please ask your instructor prior to taking the course if he is certified in Massachusetts). A certificate issued by the Commonwealth's Division Fisheries and Wildlife, showing completion of a hunter education course is a valid substitute for the Firearms Safety Certificate. A safety course or certificate is not required if you:
 - 1) Are applying for a chemical propellant only license, or
 - 2) Held a Massachusetts non-resident LTC or Massachusetts resident LTC on or after June 1, 1998, or
 - 3) Are authorized by a competent authority to carry or possess a weapon, and are acting within the scope of your duties. Specifically this applies to any officer, agent or employee of the Commonwealth or any state of the United States; any member of the military or other service of any state or of the United States; and any duly authorized law enforcement officer, agent or employee of any municipality of the Commonwealth. Note that this exemption does not cover the carrying of a weapon while not on duty.

A current list of acceptable courses may be found on the State Police web site at:
<http://www.state.ma.us/msp/firearms/courses.htm>.

The following are acceptable courses:

- Massachusetts Chiefs of Police Association Basic Handgun Safety Course
 - NRA Basic Pistol Course and Personal Protection Course
 - SIG Arms Academy Handgun Orientation
 - Smith & Wesson Academy Massachusetts Carry Permit Course
5. **Photocopy of Immigration Card:** Non-resident aliens and naturalized non-resident citizens only must enclose a photocopy of their immigration card or visa (containing the alien registration number), or if applicable, a photocopy of other documents allowing lawful entry and residency in the United States. If you have been naturalized, please provide your alien registration number (ARN) *and* the number on your naturalization certificate.
6. **Home Address:** All applicants must complete the information for street, city/town, state, and zip code. *P.O. Box numbers will not be accepted for the residential mailing address and, if received, the entire application package may be returned to the applicant.*
7. **Social Security Number:** You are not required to include your social security number. However, providing your social security number it may expedite the time required to complete your criminal background record check and process your license. The information given on this application is not public information.
8. **Applications Submitted for Employment Purposes:** Military personnel who are stationed within the territorial boundaries of the Commonwealth or persons employed by a bank, public utility corporation, a firm engaged in the business of transferring money, or a firm licensed as a private detective agency may apply for a license which may be valid for two years. To qualify:
- Military personnel must submit a photocopy of their military ID, and have written consent from their commanding officer.
 - Private detective agencies must be licensed in the Commonwealth under the provisions of MGL c. 147, as a private detective agency, guard or patrol. A photocopy of the company's Massachusetts license must accompany the application.
 - Persons employed by a bank, public utility corporation, a firm engaged in the business of transferring money, or a firm licensed in Massachusetts as a private detective agency, must have the application endorsed by his/her employer by submitting a letter from their employer *on company letterhead* indicating his or her current employment.
9. **Self-addressed, stamped envelope:** Used to mail the completed license.

Applications must be complete and accurate; any inaccurate information will result in a denial of the license

The completed package should be mailed to **Dept. of Criminal Justice Information Services, Attn: Firearms Records Bureau, 200 Arlington St., Suite 2200, Chelsea, MA 02150.**

Please note:

- All applications are initially processed through the mail, and walk-in service is *not* available.
- You will be contacted by mail or email in 2-3 weeks with your scheduled appointment to appear in person at the Firearms Records Bureau to complete your license application.



The Commonwealth of Massachusetts

Firearms Records Bureau
200 Arlington Street, Suite 2200
Chelsea, MA 02150

NON-RESIDENT APPLICATION FOR TEMPORARY LICENSE TO CARRY FIREARMS (G.L. c. 140, § 131F)

Except for signature, please PRINT all requested information:

FIRST TIME APPLICANT ----→ Attach a copy of your Basic Firearms Safety Course certificate

RENEWAL APPLICANT ----→ Previous permit number: _____

Please indicate if you would like your appointment date emailed:

YES (please include email below)

NO (you will receive a notice in the mail)

Date: _____

Last Name First Name Middle Initial Maiden Name

Residential Address: Street and Number City/Town State Zip Code

Mailing Address: Street and Number City/Town State Zip Code

Mass. Address: Street and Number City/Town State Zip Code

Home Phone #: _____ Cell Phone #: _____

Business Phone #: _____ Email: _____

Employer's Name: _____ Occupation: _____

Business Address: Street and Number City/Town State Zip Code

Date of Birth: _____ Place of Birth: _____

Social Security # (optional): _____ Driver's License #: _____

Mother's Maiden Name: _____ Father's Name: _____

Height: _____ Weight: _____ Build: _____ Complexion: _____ Hair: _____ Eyes: _____

TYPE OF LICENSE APPLYING FOR (check one): CLASS A LTC CLASS B LTC

- A class A LTC may be issued with restrictions. Please refer to the information that accompanied your application. A non-resident LTC issued by Massachusetts will be subject, at a minimum, to the same restrictions as the home state license.
- A class B LTC is issued to applicants requesting to carry chemical propellant (mace) only.
- A LTC may be ONLY be issued to a non-resident, non-citizen (alien) for the purpose of firearms competition.

ANSWER THE FOLLOWING QUESTIONS ACCURATELY:

1. Do you hold, or have you ever held a license to carry firearms in this or any other state or country? _____
If "YES," when, where and license #: _____
Does/did the license have restrictions, and if so what are/were they? _____
2. Are you a citizen of the United States? _____
If naturalized give date, place and naturalization: _____
If "NO," please provide alien registration number: _____
3. Have you ever used or been known by another name? _____ If yes, provide name and explain:

4. In any state or federal jurisdiction have you ever been convicted as an adult or adjudicated a youthful offender or delinquent child for the commission of (a) a felony; (b) a misdemeanor punishable by imprisonment for more than two (2) years; (c) a violent crime as defined in M.G.L. c. 140, § 121; (d) a violation of any law regulating the use, possession, ownership, sale, transfer, rental, receipt or transportation of weapons or ammunition for which a term of imprisonment may be imposed; or (e) a violation of any law regulating the use, possession or sale of controlled substances as defined in M.G.L. c. 94C, § 1? _____
5. Have you ever been arrested, or appeared in any court as a defendant for any criminal offense? (Include non-conviction information, and exclude non-criminal traffic offenses such as speeding) _____
6. Are you now under any charges for any offenses against the law? _____
7. Are you now or have you ever been the subject of a restraining order under M.G.L. c. 209A, or involved in a domestic violence charge? _____
8. Have you ever been confined to any hospital or institution for mental illness? _____
9. Are you or have you ever been under treatment or confinement for drug addiction or habitual drunkenness? _____
10. Have any license to carry firearms, permit to possess firearms, or firearms identification card issued under the laws of any state or territory ever been suspended, revoked or denied? _____
11. Are you currently the subject of any outstanding arrest warrant in any state or federal jurisdiction? _____

IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS 4 THROUGH 11, PROVIDE DETAILS INCLUDING DATES, CIRCUMSTANCES AND LOCATION (if necessary use separate sheet of paper to complete):

12. Other than your home state, what states have you resided in? _____
- _____

13. Provide *detailed* reasons for requesting the issuance of the license. Be specific, as failure to do so will result in the return of your application.

NOTICE: 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 (MGL C140, S.131).

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 TEMPORAY LICENSE TO CARRY FIREARMS, AND MAY BE USED IN A CRIMINAL PROCEEDING PURSUANT TO MASSACHUSETTS GENERAL LAW CHAPTER 140, §§ 129 AND 131.

Signed under the penalties of perjury on this _____ day of _____ in the year _____

Signature of Applicant

Employment or Military Use Only:

Signature/Endorsement of Employer or Commanding Officer

Rank or Title

NOTE CHANGE OF ADDRESS REQUIREMENT: FAILURE BY A HOLDER OF A LTC TO NOTIFY THIS OFFICE OF ANY CHANGE IN HIS/HER ADDRESS, BY CERTIFIED MAIL, WITHIN THIRTY (30) DAYS OF ITS OCCURRENCE MAY RESULT IN REVOCATION OR SUSPENSION.