

Firearms Licensing – New Applicant

For questions contact the Saugus Police Firearms Officer Lt. Tim O'Brien via email at tobrien@sauguspd.com or call 781-941-1127 and leave one message which will be returned within 7 days. **Email is the preferred method of communication** for firearm application issues. Please note that the Firearm Licensing function is done on a part-time basis so please leave just one message or email and you will be contacted.

All applicants must be a resident of Saugus or the owner of a business located in Saugus.

All applicants for a Class A - License to Carry a Firearm (LTC) must be **21** years of age or older.

All applicants for a Firearm Identification Card (FID) must be **15** years of age or older. FID applicants who are **15** years of age, but less than **18** years of age must submit with their application a certificate from a parent or legal guardian granting the applicant permission to apply for a FID Card.

New Applicant Instructions:

If you are renewing your license, please refer to the LTC – FID RENEWAL Applicant link on the Saugus Police Website tobrien@sauguspd.com

All New Applicants **must make an appointment** to come into the Saugus Police Department to be fingerprinted, photographed and interviewed. A review of your application and all required documents will also take place.

All appointments should be made online using **SignUpGenius** which can be accessed by clicking on the following link:

<https://www.signupgenius.com/go/10c0944ada92ba7ffce9-newapplicant#/>

For applicants looking to Sell, Rent or Lease Firearms, Rifles and Machine Guns or to Perform services as a Gunsmith, or Sell Ammunition please contact Lt. Tim O'Brien via email at tobrien@sauguspd.com before submitting an application which can be found on the mass.gov website.

All new licensing applicants are required to provide the following documents prior to their appointment:

- Completed Massachusetts Resident LTC/FID/Machine Gun Application. The application can be found on the mass.gov website. To download one click on the following link: <https://www.mass.gov/doc/resident-firearms-license-application/download>
- Proof of Residency - Two current proofs of residency showing your name and Saugus address (*utility bill, tax bill, mortgage statement, etc.*)
- Proper Identification – Copy of your Massachusetts Driver’s License.
- Copy of your Birth Certificate or Passport.
- Copy of your Naturalization Certificate or Green Card (*if applicable*).
- Copy of your Basic Firearms Safety Certificate. For a list of approved BFSC Instructors click on the following link: <https://www.mass.gov/lists/firearms-safety-instructors-certification-basic-firearms-safety-leosa>

Note: Active members of the Military or National Guard do not need to provide a safety course certificate, but must provide proof of military/guard service.

- Signed Notice to Firearms Licensing Applicants Form (*page 4-5*).
- Signed Civil Fingerprint Consent Form (*page 6*).
- A credit card receipt for your paid application fee (*see fee schedule below*). This is the preferred method for all payment of fees. After making your credit card payment a receipt will be sent to your supplied email address which you must submit with your completed application.

If you are unable to pay online a money order or bank check may be submitted with your application (*no personal checks*). All bank checks and money orders must be made payable to the **Town of Saugus**. **Cash cannot be accepted.**

To make your credit card payment online go to the Saugus Police website - sauguspd.com and click on the following links in this order:

1. *Paying Fees*
2. *Here to Access the Website!*
3. *4320 - Firearms Licensing Fees Link.*

Non Refundable Application Fee Schedule:

- License to Carry Firearms (LTC) - **\$100.**
- Firearms Identification Card (FID) - **\$100.**
- Firearms Identification Card (FID) – Applicants under **18** years of age - **\$25.**
- License to Carry Firearms (*Retired Law Enforcement*) - **\$25.**
- Renewal Applicants **70** years of age or over – **No Fee**

Prior to your scheduled appointment please email copies all required documents to tobrien@sauguspd.com.

If you are unable to submit your application by email or unable to schedule an appointment using the **SignUpGenius** website please contact Lt. Tim O'Brien at tobrien@sauguspd.com so that an appointment can be made with the Licensing Officer.

Please note that applications will not be processed until all documents and payments have been received. Submitted documents are retained by the Saugus Police Department and will not be returned to the applicant.

For further information, visit the Massachusetts Firearms Services Website by click on the following link: <https://www.mass.gov/firearms-services>

Notice to Firearms Licensing Applicant

You will be asked a series of questions as part of the screening process for filing out a firearms license application. One question will ask if you have ever been arrested or appeared in court as the defendant in a criminal case. This question asks if you have ever been charged with a crime. The final disposition of your criminal case, if applicable, is irrelevant and has no bearing on this question. If you have ever been charged with a crime or seen the inside of a court room as a defendant anywhere in the world at any point in time, then the answer to this question should be yes. Answering yes to this question will not automatically disqualify you from being issued a license. Failure to truthfully answer this question, however, may result in the denial of your application.

Making a false statement on an application for an FID or LTC is a crime under MGL c. 140, s. 131, and may be considered as grounds for denial of your application.

Note: Some traffic offenses are criminal so make sure you know the correct answer before answering the question of whether you have appeared in court. You do not have to put down minor traffic offenses like failure to stop at a stop sign. The key word is “appeared.” You should not confuse this word with being arrested.

The Firearms Law allows us to access sealed records so let us know if you have one.

A copy of your criminal record, if one exists can be obtained by clicking on the following link: <https://www.mass.gov/how-to/request-cori-as-an-individual>

Applicants with a criminal record are encouraged to review their criminal record before submitting their application as the application fee is non-refundable.

The following is a list of some crimes that if convicted would disqualify you for a License to Carry (LTC) or a Firearms Identification Card (FID):

- Felony (*Including Juvenile Convictions*).
- Misdemeanor punishable by imprisonment for more than **2 years** (*includes an OUI after May 27, 1994*).
- Violent Crime as defined MGL c. 140, s. 121.
- Conviction under the laws relating to Weapons or Ammunition for which imprisonment may be imposed.
- Unlawful Use, Possession, or Sale of a Controlled Substance as defined in MGL c. 94C, s. 1.
- Misdemeanor crime of Domestic Violence.

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- Subject to an open Restraining Order issued pursuant to MGL c. 209A or a similar order or order issued by another jurisdiction.
- Subject of an outstanding Arrest Warrant.

**This is not an exhaustive list of all disqualifiers and like all laws are subject to change.*

Failure to file a change of address form with the licensing authority that issued your license may result in the suspension or revocation of your license. The form can be found by clicking on the following link:

<https://www.mass.gov/doc/address-change-form-2/download>

For RENEWAL applicants, if you file your application before the expiration of your current license, you will be allowed to carry firearms under the conditions of your existing license indefinitely, until the arrival of your renewed license. You will need your issued receipt for this grace period to be in effect. If you do not renew before the expiration of your current license, this change to the law does not apply.

Your license will be approved or denied within a **40-day** period, by statute. The issuance of the license after the approval may take an additional period of several weeks. This is because there are several steps that need to be taken by the Licensing Authority and the Commonwealth after the approval or denial of your application.

Printed Name of Applicant

Date

Signature of Applicant

**Note: Pages 5 and 6 must be signed and submitted with your application*

Civil Fingerprint Consent Form

(MUST BE SIGNED BY APPLICANT AND RETURNED WITH APPLICATION)

I consent to the collection of my fingerprints and a review of the results as part of the firearm application process.

I acknowledge and understand that my fingerprints will be searched against databases maintained by the Federal Bureau of Investigation (FBI).

I acknowledge and understand that any FBI record(s) attached to my application may be disclosed in open court during any court proceeding such as a license denial, revocation, suspension or other court proceedings.

Printed Name of Applicant

Date

Signature of Applicant

**Note: Pages 5 and 6 must be signed and submitted with your application*

FBI Procedure for Changing, Correcting or Updating a Record

28 CFR 16.34:

PROCEDURE TO OBTAIN CHANGE, CORRECT OR UPDATE IDENTIFICATION RECORDS.

If, after reviewing their identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes to have it changed, corrected or updated, they should make an application to the agency which supplied the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that the agency verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which supplied the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

For further information, click on the following link: <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/nics/national-instant-criminal-background-check-system-nics-appeals-vaf>

**Note: Pages 5 and 6 must be signed and submitted with your application*