



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

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Daniel Bennett
Secretary of Public Safety and Security

James F. Slater, III
Commissioner

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

Dear Applicant:

All new and renewal non-resident temporary licenses to carry (LTC) firearms 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.

Effective January 1, 2017, The Department of Criminal Justice Information Services (DCJIS) will implement a procedural change to the application process. Specifically, the requirement for an in-person appearance at the Firearms Records Bureau (FRB) will only be required once every six years. **You will still need to renew your LTC annually**, however the application will be processed solely by mail until the next required in-person appearance.

All first time applicants and certain renewal applicants must appear in-person at: Massachusetts Department 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 at this office. Appointments will be scheduled in the order that completed applications are received.

For **RENEWAL** applications received in 2017, the next in-person appearance will be as follows:

If your birthday falls between:	You will next appear in-person in:
January 1 and April 30	2020 and every six years thereafter
May 1 and August 31	2021 and every six years thereafter
September 1 and December 31	2022 and every six years thereafter

For **NEW** applications received in 2017, the next in-person appearance will be required in **2023**.

Please apply for renewal at least 90 days in advance to allow time for processing.

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

Thank you,

Michaela Dunne
Manager of Law Enforcement & Justice Services



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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 (LTC) 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 LTC:

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 a 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.

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, as well as your knowledge of Massachusetts firearms laws and information about your firearms training.

A LTC may ONLY be issued to a non-resident, non-citizen (alien) for the purpose of firearms competition.

If you have any further questions please 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 #7)

The following items must be received and applications must be complete to be processed:

1. **Fee:** The **non-refundable** application fee is \$100.00. Only bank or postal money orders and certified checks made payable to "Commonwealth of Massachusetts" will be accepted as payment. *Cash, personal checks, or business checks are not accepted.*
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, you must submit documentation confirming this fact.
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.
4. **Firearms Safety Course:** First time applicants must submit a copy of a certificate showing completion of a Massachusetts Basic Firearms Safety Course. ***This course must have been taken with an instructor who is certified by the Colonel of the Massachusetts State Police*** (*ask your instructor prior to taking the course if he is certified in Massachusetts*). A current list of acceptable courses is available here: <http://www.mass.gov/eopss/firearms-reg-and-laws/>

A certificate issued by the Massachusetts Division of Fisheries and Wildlife showing completion of a hunter education course is a valid substitute for the Basic Firearms Safety Certificate.

A safety course or certificate is **not** required if you:

- 1) Held a Massachusetts non-resident LTC or Massachusetts resident LTC on or after June 1, 1998, or
 - 2) Are authorized by a competent authority to carry or possess a weapon, and are acting within the scope of your duties. 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. *This exemption does not cover the carrying of a firearm while not on duty.*
 - 3) Are a current member of the United States Military or the Massachusetts National Guard. You must submit a copy of your most current military identification.
5. **Immigration Documentation:** Permanent residents (green card holders) or those in the United States on a lawful, temporary status must enclose a photocopy of your immigration card or VISA (containing the alien registration number) and passport (containing passport number). Naturalized citizens must provide your alien registration number (ARN) *and* the number on the naturalization certificate (or a copy of your naturalization certificate). *A LTC may ONLY be issued to a non-resident, non-citizen (alien) for the purpose of firearms competition.*
 6. **Home Address:** All applicants must complete the information for street, city/town, state, and zip code. *P.O. Box numbers are not accepted for residential address.*

7. **Applications Submitted for Employment Purposes, valid for two years:** 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 M.G.L. 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.
8. **Self-addressed, stamped envelope:** Used to mail the completed license.

Applications must be complete and accurate
Inaccurate or false information will result in a denial of the application

Mail the completed package to:

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

Note:

- All applications are initially processed through the mail; walk-in service is *not* available.
- If you are a first time applicant or a renewal applicant that requires an in-person appearance, you will be contacted by mail or email in 2-3 weeks with your scheduled appointment date.
- If you are a renewal applicant and do not require an in person appearance, your application will be processed solely through the mail.



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FRB USE ONLY	
FTN:	_____
LIC #:	_____

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

CHECK ONE:

- New Applicant (you must attach a copy of your Massachusetts Basic Firearms Safety Course certificate or previous Massachusetts LTC or FID)
- Renewal - Previous License to Carry Number: _____

IF AN IN PERSON APPEARANCE IS REQUIRED, PLEASE INDICATE IF YOU WOULD LIKE YOUR APPOINTMENT DATE EMAILED:

- YES (email address): _____
- NO (you will receive a notice in the mail)

IMPORTANT:

- A LTC may be issued with restrictions. Please refer to the information that accompanied your application. A non-resident LTC issued by Massachusetts may be subject to the same restrictions as the home state license.
- A LTC may ONLY be issued to a lawful permanent resident (green card holder) residing outside of Massachusetts for the purpose of firearms competition.

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)

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 your home state, 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? _____

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

- Unrestricted Target & Hunting Sporting Employment

Use lines below to indicate the **detailed** reason(s) you are requesting an unrestricted LTC; 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 _____
date month 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.