



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) implemented 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.

If an in-person appearance is required, 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.

*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,

A handwritten signature in black ink, appearing to read "Michaela Dunne".

Michaela Dunne

Manager of Law Enforcement & Justice Services



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TO: Applicant

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

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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 bank checks made payable to "Commonwealth of Massachusetts" will be accepted as payment. *Cash, personal checks, or business checks are not accepted.*
2. **Report of Home State Criminal History Record:** Applicants from 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.
3. **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 and a roster of certified instructors are available by searching here:

<https://www.mass.gov/firearms-services>

A Massachusetts Division of Fisheries and Wildlife hunter education course is a valid substitute for the 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.
4. **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.*
  5. **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.*

6. **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.
- A LTC may ONLY be issued to a non-resident, non-citizen (alien) for the purpose of firearms competition.



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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
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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 Numb
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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)

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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