



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  
TEL: 617-660-4600 • TTY: 617-660-4606 • FAX: 617-660-4613  
MASS.GOV/CJIS

*Charles D. Baker*  
Governor

*Karen E. Polito*  
Lieutenant Governor

*Thomas A. Turco, III*  
Secretary of Public Safety and Security

*James F. Slater, III*  
Commissioner

## **IMPORTANT NOTICE**

As of April 30, 2012, all **lawful permanent resident aliens (green card holders)** are eligible to apply for a Massachusetts resident license to carry (LTC) firearms or firearms identification (FID) card.

Massachusetts LTCs and FID cards are issued through the applicant's local police department and are valid for up to six years. A LTC allows the holder to possess and purchase firearms, rifles, shotguns, and ammunition. A FID card allows the holder to possess and purchase non-large capacity rifles, shotguns, and ammunition.

Massachusetts resident LTC and FID card applications can be found on the Firearms Record Bureau's website (<https://www.mass.gov/firearms-services>).

The Firearms Records Bureau will continue to process all other resident alien permit applications submitted in accordance with G.L. c. 140 § 131H.



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RE: Application for Resident Alien Permit to Possess Rifles or Shotguns

Dear Applicant:

All new and renewal resident alien permits to possess rifles or shotguns 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 license 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.

Thank you,

Michaela Dunne  
Manager of Law Enforcement & Justice Services

## Resident Alien Permit Application Instructions

**Non-Refundable Application Fee: \$100.00**

**Expires: December 31<sup>st</sup> of the year of issue**

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. **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.

2. **Immigration Card and Passport:** Resident aliens must enclose a photocopy of their immigration card or VISA (containing the alien registration number) and passport (containing passport number), and, if applicable, a photocopy of other documents allowing for lawful entry into the United States.
3. **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.*
3. **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.
- The Firearms Records Bureau does not provide interpreting services. If English is not your first language, you may bring a family member or friend for assistance.



**ANSWER THE FOLLOWING QUESTIONS COMPLETELY AND ACCURATELY:**

1. Are you a citizen of the United States?  YES  NO

If no, what is your Alien Registration Number? \_\_\_\_\_

If none, state type of lawful authorization and provide description of documents and identifying number on documents which allowed lawful entry into the United States. You must include a photocopy of these documents: \_\_\_\_\_

\_\_\_\_\_

Entry into the United States:	_____	_____
	Port of Entry	Date of Entry

2. Have you ever renounced your U.S. citizenship?  YES  NO

3. What is your age? \_\_\_\_\_ (You must be 21 to apply for this permit)

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 2-14, give details which must include dates, circumstances and location; use a separate sheet of paper if necessary.**

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