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 (www.mass.gov/cjis) under “Forms and Applications”.

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

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:

<table>
<thead>
<tr>
<th>If your birthday falls between:</th>
<th>You will next appear in-person in:</th>
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<tbody>
<tr>
<td>January 1 and April 30</td>
<td>2020 and every six years thereafter</td>
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<tr>
<td>May 1 and August 31</td>
<td>2021 and every six years thereafter</td>
</tr>
<tr>
<td>September 1 and December 31</td>
<td>2022 and every six years thereafter</td>
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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.

Thank you,

Michaela Dunne
Manager of Law Enforcement & Justice Services
Resident Alien Permit Application Instructions

Non-Refundable Application Fee: $100.00  Expires: December 31st 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 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 certificate issued by the Massachusetts Division of Fisheries and Wildlife, showing completion of a hunter education course is a valid substitute for the Firearms Safety Certificate.

3. **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.

4. **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.**

5. **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 with you a family member or friend for assistance.
MASSACHUSETTS RESIDENT ALIEN PERMIT TO POSSESS A RIFLE OR SHOTGUN APPLICATION
(M.G.L c. 140, § 131H)

CHECK ONE:
☐ New Applicant (you must attach a copy of your Massachusetts Rifle and Shotgun Safety Course certificate)
☐ Renewal - Previous Permit Number: ________________________________

IF AN IN PERSON APPEARANCE IS REQUIRED, INDICATE IF YOU WOULD LIKE YOUR APPOINTMENT DATE EMAILED:
☐ YES (email address): ________________________________
☐ NO (you will receive a notice in the mail)

EXCEPT FOR SIGNATURE, PRINT OR TYPE ALL REQUESTED INFORMATION:

Year permit is requested for: ____________________

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 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.
Have you ever used or been known by another name? □ YES □ NO
If “YES”, provide name and explain: ____________________________________________________________

Other than Massachusetts, 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:
□ Target & Hunting □ Sporting □ Other
Use the lines below to indicate why you are requesting the issuance of the permit
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

*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: ____________________________________________________________
__________________________________________________________________________________________

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.

EXPIRATION:
PERMITS EXPIRE ON DECEMBER 31 OF THE YEAR IN WHICH THE PERMIT IS ISSUED. A RENEWAL OF THIS PERMIT MAY ONLY BE OBTAINED BY THE HOLDER COMPLETING AND SUBMITTING A NEW APPLICATION WITH ALL THE REQUIRED INFORMATION.