



# Northborough Police Department

211 Main Street

Northborough, Massachusetts 01532

508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.  
Chief of Police

**TO: All applicants for:**  
**License to Carry Firearms (LTC)**  
**Firearms Identification Cards (FID)**  
**Renewals of LTC and FID Card**

## **LICENSE TO CARRY FIREARMS - FIREARMS IDENTIFICATION CARD NEW AND RENEWAL APPLICATION PROCEDURE**

1. Submit a completed application form. Complete all required information. Blank fields and incomplete applications will delay or prevent issuance.
2. Submit a non-refundable application fee of \$100.00 with your application. Payment must be in the form of a personal check, money order or cashier's check. No cash will be accepted
3. Read and sign the "Acknowledgment of Limits on the Use of Deadly Force" form and submit with your application.
4. First time LTC and FID applicants are required to take a state-certified basic firearms safety course with the exception of FID cards issued solely for chemical spray. If you plan on applying for a state hunting license, it is recommended that you take the state hunter safety course. This course satisfies the LTC, FID and hunting license requirements.
5. First time applicants must submit three letters of reference from persons willing to be contacted by the licensing authority. Letters must be original and signed by the reference. Photo copies, form letters and unsigned reference letters will not be accepted. References must provide current contact information or the reference will not be considered. This will delay or prevent issuance.
6. Officers or employees of the Northborough Police Department are prohibited from providing reference letter for applicants applying in Northborough.
7. Contact Records / Licensing Supervisor, Chris Carleton, one week after submitting application for review.
8. LTC and FID cards expire on your birthday and are valid for not more than six years from issuance.

**IMPORTANT NOTICE:** The E-FA-10 is now the Massachusetts Gun Portal. Firearms licensees and gun owners are required by law to report ALL private sales, transfers, and surrenders of firearms to the Massachusetts Firearms Records Bureau via the Gun Portal. Paper FA-10 forms will no longer be accepted for these transaction types. To access the portal - <https://mircs.chs.state.ma.us/fa10>



**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services**

200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4600 | TTY: 617-660-4606 | mass.gov/cjis

PD USE ONLY	
FTN:	_____
LIC #:	_____

**Submit this form and direct any questions to  
your local police department**

**MASSACHUSETTS RESIDENT LTC/FID/MACHINE GUN APPLICATION  
FOR NEW/RENEWAL OF A FIREARMS IDENTIFICATION CARD OR LICENSE TO CARRY  
FIREARMS OR LICENSE TO POSSESS A MACHINE GUN (M.G.L. c. 140, §§ 129B, 131)**

**CHECK ONE:**

- New Applicant\*
- Renewal - Most Recent License to Carry/FID Number: \_\_\_\_\_

\*NOTE: If application is for a first firearms identification card or license to carry firearms, a copy of the Firearms Safety Certificate or Hunter Safety Course Certificate must be attached, unless exempt by statute. If this is a renewal application, a lost/stolen firearms affidavit must be submitted.

**LICENSE APPLICATION TYPE** (Check Only One):

- Firearms Identification Card - Restricted (self-defense spray)
- Firearms Identification Card
- License to Carry
- License to Possess a Machine Gun
- Gun Club License (Only the Colonel of the State Police can issue a club license)

**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 Number
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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, 18 to apply for a FID card, or 14 to 17 with submission of a certificate of parent or guardian granting permission to apply for a FID card or FID card – Restricted).

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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**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? \_\_\_\_\_

\_\_\_\_\_

**List the name and addresses of two references (as required by your licensing authority)**

1.

Last Name	First Name		
Address	City/Town	State	Zip

2.

Last Name	First Name		
Address	City/Town	State	Zip

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

- Unrestricted
- Target & Hunting
- Sporting
- Employment

Use lines below to indicate the reason(s) you are requesting the license; 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 \_\_\_\_\_ month \_\_\_\_\_ year

Signature of Applicant: \_\_\_\_\_

**Massachusetts License to Carry (LTC)/Firearms Identification Card (FID) Affidavit**

Complete this form **only** if you are **renewing** your firearms license.

License Holder Name: \_\_\_\_\_

Current LTC or FID card Number: \_\_\_\_\_

*Please select one:*

**A.**  (No firearm(s) lost or stolen since previous issuance of LTC or FID card)

1. I am renewing a Massachusetts firearms identification (FID) card or license to carry (LTC) firearms.

2. I have not lost one or more firearms or had any firearms stolen since the renewal or issuance of my last FID card or LTC.

**OR**

**B.**  (Firearm(s) reported lost or stolen since previous issuance of LTC or FID card)

1. I am renewing a Massachusetts firearms identification (FID) card or license to carry (LTC) firearms.

2. I have lost one or more firearms or have reported stolen one or more firearms since the renewal or issuance of my last FID card or LTC.

*List all lost or stolen firearms below; use additional sheets as necessary.*

Lost or Stolen	Date Reported Lost or Stolen	Reported to (Police Dept.)	Type	Make	Model	Serial Number	Case Number

The above information is true and accurate to the best of my knowledge and belief.

**SIGNED UNDER THE PENALTIES OF PERJURY:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ACKNOWLEDGEMENT OF LIMITS ON THE USE OF DEADLY FORCE**

In accordance with the authority granted by Mass General Laws, Chapter 140 S131, the licensing authority of the Town of Northborough has determined that every licensee shall be familiar with the legal limits on the use of deadly force under the laws of the Commonwealth of Massachusetts. Accordingly, all such applicants are required to read this memorandum and sign below certifying that they have read it. The applicant or licensee shall be given a copy of the memorandum at no charge.

### I. DEADLY FORCE BY CITIZEN IN ARRESTING A FELON

The use of deadly force is not justified unless 1) the arrest is for a felony and 2) the person effecting the arrest is authorized to act as a peace officer or is assisting a person whom he believes to be authorized to act as a peace officer and 3) the actor reasonably believes that the force employed creates no substantial risk to innocent persons; and 4) The actor reasonably believes that (a) the crime for which the arrest is made involved conduct including the use or threatened use of deadly force; and (b) there is a substantial risk that the person to be arrested will cause death or serious bodily harm if his apprehension is delayed.

### II. DEADLY FORCE IN SELF-DEFENSE OR DEFENSE OF OTHERS

#### A. General Rule

Before a person may resort to deadly force he must 1) have reasonable grounds to believe and actually believe that he is in imminent danger of death or serious bodily injury harm, from which he can save himself only by using deadly force. 2) avail himself of all proper means to avoid physical combat before resorting to the use of deadly force, and 3) Use no more force than is reasonably necessary in all circumstances.

#### B. Aiding a Third Party

A person may resort to deadly force to aid a third party when (a) a reasonable person in the actor's position believes that it is necessary to intervene to protect the third party and (b) in the circumstances as that reasonable person would believe them to be, the third party would be justified in using deadly force to protect himself. The reasonableness of the belief may depend in part of the relationship between the parties.

#### C. In a Dwelling House

In the prosecution of a person who is an occupant of a dwelling charged with killing or injuring one who was unlawfully in said dwelling, it shall be a defense that the occupant was in his dwelling at the time of the offense and that he acted in the reasonable belief that the person unlawfully in said dwelling was about to inflict great bodily injury or death upon said occupant or upon another person lawfully in said dwelling and that said dwelling. There shall be no duty on said occupant to retreat from such person unlawfully in said dwelling.

**I CERTIFY THAT I HAVE READ THE ABOVE MEMORANDUM ON THE LIMITS OF THE USE OF DEADLY FORCE**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_