

Charlton Police Department
Firearms – L.T.C./F.I.D.

Processing and Scheduling

*****PLEASE READ INSTRUCTIONS CAREFULLY*****

In order to apply for a License to Carry or Firearms Identification Card, you must schedule an appointment with a Firearms Licensing Officer. Scheduling is done through the dispatcher. (**Dispatchers can only answer questions about scheduling, DO NOT ask them about the process or requirements, see below.**) If applicant is renewing, schedule appointment for four to six weeks prior to expiration, any more than six weeks is too early.

*****BRING THE FOLLOWING WITH YOU TO THE APPOINTMENT*****

*****FAILURE TO DO SO MAY REQUIRE YOU TO RESCHEDULE*****

- 1) **Application** – Read and Fill out application completely and accurately. Inaccurate, misleading or false information may result in denial or prosecution.
- 2) **Certification** – (Not Required for MACE) First time applicants or persons whose LTC/FID is pre June 1, 1998 and has been expired for more than a year, must provide a Basic Firearms Safety Courses (covers LTC/FID) or Basic Hunter Safety Course (only covers FID). Course must be post June 1, 1998 and taught by Certified Instructor approved by the Mass. State Police or Division of fisheries per Sec. 14 of Chapter 131.
- 3) **References** – First time applicants for License to Carry – Bring two (2) letters of references from person attesting to your suitability to carry firearms. **Employment** – Persons applying for work use shall also bring letter from employer.
- 4) **Under 18** – Persons under 18 yr. of age applying for FID card must have permission from parent or legal guardian. (Form may be obtained from licensing officer). If parent not present at appointment, form must be notarized.

Firearms License Fees

- **LTC/FID – \$100** (License fee increase effective 07/01/03)
- **FID MACE – \$25** First issue only. (Renewals Free)
- **LTC – \$25** (Law Enforcement)
- **LTC/FID – Free** (Renewals for persons 70 year of age and above)

Payment – Money Order or Bank Check made out to **Town of Charlton** for the applicable amount.
No Cash, Personal Checks or Credit Cards.

Appointment may take 10 to 20 min. Several sets of fingerprints will be taken. You may also be asked questions about your application. Completion of LTC/FID cards may take 3 to 6 weeks (sometimes longer). Three weeks after appointment, you may call dispatch to see if it is completed. (508) 248-2250. Once completed, LTC/FID may be picked up at dispatch window (they will NOT be mailed).

Questions – Direct any and all questions to one of the Firearms Licensing Officers.
(508) 248 – 2250.