



Jeffrey P. Silva
Chief of Police

WESTWOOD POLICE DEPARTMENT

588 HIGH STREET • WESTWOOD, MASSACHUSETTS 02090



"Committed to Service"

Administrative Processing Checklist
For Administrative Purposes –
FILL OUT BIOGRAPHICAL INFORMATION ONLY

Applicant's Full Name: _____

Date of Birth: _____ Social Security Number: _____

Cell Phone Number: _____ Email Address: _____

Date Completed	Initials or ID #	Instructions (CJIS message key)	Task or Purpose/Comments
		Interview of the Applicant prior to the submission of the completed application.	To ensure that the applicant meets all of the prerequisites in applying for a firearms license.
		WMS	Warrant Mgt. System- Warrant check.
		BOP	Board if Probation- Mass criminal history check
		Q5	Suicide database check
		QNP	Checks III, NCIC, NICS
		Q2	Mass drivers license check
		IQ – NE	New England states criminal record check
		IQ	Additional states of prior residence outside N.E. criminal record check
		Firearms Safety Course Certificate (or equivalent)	

		Conditional Advisory Notice signed and completed	
		Pictures *To Be Taken At Station*	
		Finger Prints *NEW Applicants Only*	
		AFIS	Request sent to Mass state police/ FBI for fingerprint check.
		DMH	Response on if applicant was confined to a MA D.M.H facility

Other Notes:

Officer Processing Application: _____

Date Processed: _____

Application Approved: Yes No

***Attach Supporting Documentation When Appropriate**



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I.

General Information: Instructions for Applying for Firearms Licenses

Residents and business owners may apply for the following firearms licenses at the Westwood Police Department:

1. **Restricted Firearms Identification Card:** License is valid for 6 years from date of issue. Applicants are subject to the following conditions:
 - a. **Note:** As of August 13, 2014, persons 18 and older who are otherwise not statutorily disqualified, may purchase, possess and carry "self-defense sprays" without any form of firearms license.
 - b. Restricted FID's are only required for applicants between the ages of 15-18 with a letter of parental consent.
 - c. No test or pre-application course is required.
 - d. Statutory, non-refundable administration fee of \$25.00 for first application, subsequent applications are free.

2. **Firearms Identification Card:** This license allows the purchase, possession, and transport, of rifles and shotguns, and rifle and shotgun ammunition. License is valid for 6 years from date of issue. Applicants are subject to the following conditions:
 - a. Cannot be statutorily disqualified
 - b. Must be 18 years of age at time of application (15-17 year olds may apply with a letter of permission from a parent or guardian)
 - c. Must complete an approved Massachusetts firearms safety or hunter education course (see info below to locate an appropriate course.)
 - d. Statutory, non-refundable administration fee of \$100 for first application, AND subsequent renewals (15-17 year olds – application fee -\$25.00)
 - e. Renewal applicants who are 70 years of age or older pay no fee

3. **License to Carry Firearms:** In addition to the above capabilities, this license allows the purchase, possession and carrying, of handguns and ammunition. The License is valid for up to 6 years, always expiring on the licensee's birthday. Unless otherwise requested, applicants will be issued an unrestricted Class A License to Carry Firearms. Applicants are subject to the following conditions:
 - a. Cannot be statutorily disqualified
 - b. Must, by statute, be deemed a "suitable person" to be issued a License to Carry Firearms
 - c. Must agree to additional conditions as described in the Conditional Advisory Notice below
 - d. Statutory, non-refundable administration fee of \$100 for first application, AND subsequent renewals



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- e. Renewal applicants who are 70 years of age or older pay no fee
- f. Specific instructions for applying for a License to Carry Firearms are contained in Section II below.

4. **Firearms Safety Courses-Firearms Identification Card or License to Carry Firearms:** The following individuals and/or organizations provide instruction to persons seeking to obtain either a License to Carry Firearms (LTC) or a Firearms Identification Card (FID). It is by no means a comprehensive list of individuals and/or organizations providing such a service. Any such instructor must, by statute, be certified by the Massachusetts State Police if offering classes intended to certify individuals for LTC applications. It is the responsibility of the person seeking instruction to determine if the instruction and/or instructor(s) is appropriate for their needs.

The Westwood Police Department does not recommend or endorse any individual or organization on the list, nor should such a recommendation or endorsement be inferred.

1. American Firearms School, 5 John Dietsch Square, Attleboro, MA (508) 695-5869
2. Thomas Keleher, Sr., Canton, MA (781) 828-6855
3. Mass. Firearms School, 100 Kuniholm Dr, Holliston, MA, 01746 (800) 308-6212
4. Holliston Sportsmen's Association, 137 Bullard Street, Holliston, MA (508) 641-7854 (contact person: Ed Glickman)
5. RKBA-Personal Safety Training, 129 North Main Street, Room 302, Mansfield, MA 02048, (508) 944-3797 (contact person: Jeff Kaplan)
6. James Patten, Westwood, MA (781) 762-3060
7. The Massachusetts Division of Fisheries and Wildlife offers specific safety courses geared toward the application for a Firearms Identification Card ONLY. Information can be found on their webpage at: <http://www.mass.gov/eea/agencies/dfg/dfw/> Look under the heading "Services & Assistance."

5. **Change of Address Notification for License to Carry Firearms and Firearms Identification Cards:** If, during the term of your firearms license, you move out of Westwood, you are required to file a Change of Address Notification. This notification must be completed within 30 days of your change of residency. Failure to file change of address notification shall be cause of revocation on suspension of a firearms license. The form used to make this notification is included in this packet, and is also available on the webpage of the Firearms Record Bureau, at:
<http://www.mass.gov/eopss/firearms-reg-and-laws/frb/firearms-forms-and-applications.html>

The license holder should understand that moving out of state automatically voids any firearms license as Massachusetts residency is a prerequisite for issuance.



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II.

Application Process for Firearms Licenses

1. The applicant must complete the attached 3 page application in full, noting the type of license being applied for.
2. A first time License to Carry applicant must successfully complete a firearms safety and proficiency course taught by an instructor who has been approved by the Colonel of the State Police. As proof of compliance with this requirement, the applicant must submit a copy of the Basic Firearms Safety Certificate demonstrating that he or she has successfully completed a Basic Firearms Safety Course as prescribed by Massachusetts General Laws Chapter 140, section 131P and 515 CMR 3.00.
3. A first time Firearms Identification card applicant can opt to take a course under the above parameters, or a Hunter Education course as described in section #4 above.
4. The License to Carry applicant will be required to read and sign the Conditional Advisory Notice, which specifies the conditions under which the LTC is being issued. A signed copy of the Conditional Advisory Notice will be made part of the application package and maintained on file by the licensing authority. The purpose of this form is to clearly identify the conditions under which the License to Carry Firearms is being issued.
5. Effective July 8, 2003, all applicants must submit a STATE regulated, non-refundable, administrative fee of one hundred dollars (\$100.00) with the completed application.*

*All application fees are submitted to the state, and are non-refundable whether issued a license or not.

Payment will only be accepted in due form of a personal check or money order. Make payable to The Town of Westwood. No cash will be accepted. First time applicants for a Restricted FID Card must pay a \$25 fee, with lifetime free renewals.

6. Applicants for the LTC must be 21 years of age at the time the application is submitted.
7. Renewal applicants who are 70 years of age or older do not have to submit any fees.
8. Applicants are NO LONGER required to submit photographs.

Once the applicant has completed the items listed above, they are to contact Officer Kamp via E-mail BKamp@WestwoodPD.org. Said appointments will typically be scheduled between 6 PM and 10 PM, Monday thru Friday (excluding holidays).



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In accordance with Massachusetts General Laws Chapter 140, section 131, applicants will be notified within forty-days (40) of the submission of the completed application for a License to Carry Firearms as to whether the application has been approved or denied. If an application is denied, the applicant will be advised of the reasons for the denial in writing as required by law.

If an applicant has been denied a License to Carry Firearms or a renewal of a License to Carry Firearms, the procedures for seeking judicial review will be incorporated into the notice of denial.

Any questions, e-mail Officer Kamp at

BKamp@westwoodpd.org



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MEMORANDUM

TO LTC & FID Applicants
FROM Chief Jeffrey Silva
DATE May 28, 2014
SUBJECT Application Questions

Be advised that failure to answer all questions completely and truthfully during the application process will be deemed to be sufficient grounds for denying your application. Failure to answer truthfully also exposes you to criminal penalties including fines and imprisonment.

Special attention should be given to application Question #10: "Have you ever appeared in any court as a defendant for any criminal offense (excluding non-criminal traffic offenses)?"

There are two key phrases in this question the first of which is "ever appeared." "Ever appeared" includes all juvenile and adult appearances, no matter how long ago they occurred. Your answer cannot exclude instances where you were found not guilty, or the case was dismissed or continued without a finding. If you have a sealed record, please advise us of this. You are not required to disclose the contents of the sealed record to us. The Board of Probation will advise us if the sealed record contains an offense that disqualifies you from obtaining a Firearms Identification Card or a License to Carry Firearms.

The second key phrase is "non-criminal traffic offenses." This phrase DOES NOT refer to such criminal offenses as drunk driving, driving to endanger, driving on a suspended license or driving an uninsured vehicle. These crimes are cited only as examples of the more common criminal motor vehicle offenses and should not be construed as the only qualifying motor vehicle offenses under Question #10.

If you are in doubt as to how to answer this question, you will be better served by disclosing any prior court appearance you have had. If your disclosure does not fit the criteria set forth in question #10, it WILL NOT be included in your application.

The existence of a criminal record does not necessarily prohibit a person from obtaining either an FID Card or License to Carry Firearms. However, failure to disclose the existence of such a record is almost certain to cause a person's application to be denied.



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License To Carry Firearms Conditional Advisory Notice

Qualifications:

In order to receive a License to Carry Firearms, at a minimum an individual must:

- Not be disqualified statutorily;
- Have successfully completed an approved safety course;
- Be a suitable person based on a background investigation, and determined by the Chief of Police;
- Reside, have a place of business, or reside in an area of exclusive federal jurisdiction in the municipality.
- Be 21 years of age at the time of application.

Any license granted may be subject to such restrictions relative to the possession, use or carrying as the licensing authority deems proper.

Disqualifying Factors:

The following disqualifying factors are listed within the statute that precludes an individual from possessing a license to carry firearms:

- Has been convicted (or adjudicated delinquent or as a youthful offender) of a felony, a misdemeanor punishable by more than two years imprisonment; a violent crime; or a weapons or drug offense;
- Has been confined to any hospital or institution for mental illness, unless the applicant submits with his or her application an affidavit of a registered physician attesting that the physician is familiar with the applicant's mental illness and in the professional opinion of the physician the applicant is not disabled by such an illness in a manner that should prevent such applicant from possessing a firearm;
- Is or has been under treatment for or confinement for drug addiction or habitual drunkenness, unless deemed cured by a physician;
- Is an alien;
- Is subject to an outstanding arrest warrant;
- Is subject to a suspension or surrender order or a protection order issued pursuant to Chapter 209A of the Massachusetts General Laws.



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Notice of Conditions:

A license to carry firearms is issued to you on a conditional basis, and it will be suspended or revoked if your conduct at a later date either renders you disqualified (as defined by statute) from possessing firearms or from being issued a firearms license; or if it appears that you are no longer a "suitable person" to possess such license.

It is the intent of the issuing authority to emphasize to all licensees the extreme importance of the proper and safe handling of firearms, as well as the importance of complying with the terms of the Conditional Advisory notice.

It should be understood by the licensee that he or she has a positive duty to notify the issuing authority if:

- You have been involved in an incident where you have threatened or used a firearm (or other weapon) against another individual.
- You have become a defendant in a criminal case, or where you have become involved in a police or other law enforcement investigation.
- You have become disqualified to possess a LTC because of any of the factors that have been enumerated within the statute.
- If issued to you at your place of business and that place of business either moved or no longer exists in Westwood.

Such notifications by the licensee should be made as soon as practically possible, but never later than 72 hours after the qualifying incident has occurred. For the purpose of compliance with this requirement, such notification should be made, by telephone, to Officer Brian Kamp, at (781) 320-1000. If Officer Kamp is unavailable, a voicemail shall be left for him. A written statement of the facts and circumstances surrounding the qualifying incident may be required of the licensee at a later date. A failure to provide such notification or failure to provide it in a timely manner may result in the suspension or revocation of the License to Carry Firearms on the grounds of suitability.

Acknowledgement:

I have read the Conditional Advisory Notice, and understand that as a holder of a LTC, I am subject to the provisions and conditions set forth within this notice, in addition to any statutory provisions regulating the issuance of a LTC. I further understand that failure to comply with any of the provisions and conditions set forth within this notice and applicable statutes may result in the revocation or suspension of my LTC.

Signature: _____ Date: _____

Witnessed _____ Date: _____



**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
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 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.

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 Telephone Number

Address City/Town State Zip

2. _____
Last Name First Name Telephone Number

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: _____