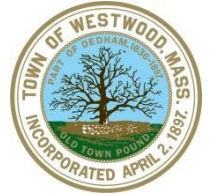




Jeffrey P. Silva  
Chief of Police

# WESTWOOD POLICE DEPARTMENT

588 HIGH STREET • WESTWOOD, MASSACHUSETTS 02090



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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:

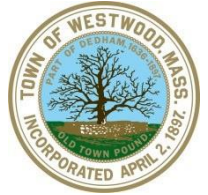
1. **Restricted Firearms Identification Card:** License is valid for 6 years from date of issue. Applicants are subject to the following conditions:
  - a. Note: As of August 13, 2014, persons 18 and older who are otherwise not statutorily disqualified, may purchase, possess and carry "self-defense sprays" 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.

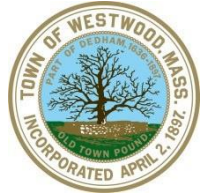
Once the applicant has completed the items listed above, they can use <https://www.picktime.com/WestwoodPoliceLTC> to schedule an appointment to submit their application. Said appointments will typically be scheduled between 3 PM and 8 PM, on Wednesdays.



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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 Detective Hedberg at

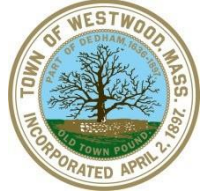
[mhedberg@westwoodpd.org](mailto:mhedberg@westwoodpd.org)



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## MEMORANDUM

**TO** LTC & FID Applicants

**FROM** Chief Jeffrey Silva

**DATE** May 28, 2014

**SUBJECT** Application Questions

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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 #4: "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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Chief of Police

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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:

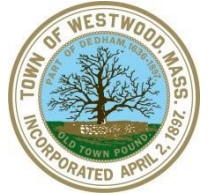
- Has been convicted (or adjudicated delinquent or as a youthful offender) of a felony, a misdemeanor punishable by more than two years imprisonment; a violent crime; or a weapons or drug offense;
- Has been confined to any hospital or institution for mental illness, unless the applicant submits with 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 Detective Mark Hedberg, at (781) 320- 1000. If Detective Hedberg 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: \_\_\_\_\_





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**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 of 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)	





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		Conditional Advisory Notice signed and completed	
		Pictures *To Be Taken At Station*	
		Finger Prints	
		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:**

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Officer Processing Application: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Application Approved:  Yes  No

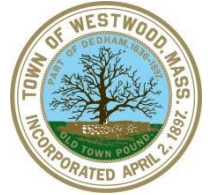
**\*Attach Supporting Documentation When Appropriate**



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## APPLICATION CHECK LIST

- ✓ Completed Application
- ✓ Completed SAFETY COURSE (NEW applicants)
- ✓ Payment made out to: TOWN OF WESTWOOD
- ✓ Appointment booked through <https://www.picktime.com/WestwoodPoliceLTC>

Questions?

Email Detective Hedberg at [mhedberg@westwoodpd.org](mailto:mhedberg@westwoodpd.org)