



**Kenneth Fong**  
Chief of Police

# *Town of Bedford* *Police Department*

*SERVING THE COMMUNITY WITH PRIDE*

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## **ALL LTC AND FID APPLICANTS PLEASE READ THIS ENTIRE DOCUMENT VERY CAREFULLY SIGN THIS FORM AND INCLUDE IT WITH YOUR APPLICATION:**

Applicants must follow the directions below when applying for any Firearms License Type:

- 1) Complete the application and turn it in to the Bedford Police Department.
  - New Applicants must also turn in a **copy** their Safety Course Certificates (Class A LTC and FID only).
- 2) When turning in your application, you will submit a check with your application.

License to Carry - \$100

- Renewals for Applicants over the age of 70 are free.

FID - \$100

- Renewals for Applicants over the age of 70 are free.

FID Restricted - \$25

- Renewals are free

Make the checks out to the "Town of Bedford".

- 3) Once the complete application has been turned into the Bedford Police Department, Sergeant Ron Undzis will contact you within 7 to 10 business days with a date and time to come in for processing. **Please make sure the phone number on the applications is one that is used frequently and the messages are checked. Please refer to our No Show Policy.**

Processing includes fingerprints & photos. Bring your Massachusetts Driver's License to your appointment.

- 4) Following the processing, it takes 8 to 10 weeks for the background information to come back and the card to be printed.

2 Mudge Way, Bedford, MA 01730  
(781) 275-1212

- 5) Should there be **ANY** discrepancies on the application, then the process takes longer as more information needs to be gathered. Please make sure all questions on Page 2 are fully completed on each and every application. Failure to complete Page 2 fully could result in a Denial of License.
- 6) Please make sure you answer Question #4 accurately. Question #4 asks if you have **EVER APPEARED** in **ANY COURT** as a **DEFENDANT** for **ANY CRIMINAL OFFENSE** (excluding non-criminal traffic offenses). This means any **APPEARANCE** as a **DEFENDANT** for any **CRIMINAL** matter regardless of the disposition of the case. This shall include cases where the case was dismissed, CWOFF or found Not Guilty. The appearances **MUST** still be disclosed and details provided. This includes adult appearances as well as juvenile appearances.

If you don't answer all questions truthfully, we will find out no matter how long ago the incident occurred. You must tell us if you have a "sealed" record, but you do not have to disclose what the offense was. We will receive notification of any "sealed record" disqualifiers from the State.

Failure to disclose could result in a Denial of License.

Make the necessary changes now. If necessary you may contact the Massachusetts Criminal History Systems ([www.ma.gov/chsb/firearms](http://www.ma.gov/chsb/firearms)) to learn how to obtain your Massachusetts criminal record check, before you submit your application.

- 7) Applications are now accepted a few months prior to your renewal date.
- 8) **If your application is denied**, it is usually due to:
  - Disqualifying criminal record,
  - False answer to any question on the application,
  - Criminal information omitted (or not attached) from the application as required

As a result of enacting the Massachusetts Gun Control Act of 1998, for the purposes of gun licensing, any and all previous detentions, arrests, court appearances, juvenile adjudications including any "Sealed" records will be accessed and considered in order to determine the "suitability" of all applicants. After reading this form, you will be asked specific questions regarding personal background, past criminal history, ect. You must answer the questions fully and truthfully.

### **Bedford Police Department LTC/FID "No Show" Policy**

The Bedford Police Department strives to process the LTC/FID applications in a timely manner. Unfortunately, we have had many applicants who have submitted applications but have not come in to have them processed in a timely manner. As a result we have implemented this policy.

Applications that are submitted with incomplete paperwork will be mailed back to you with your check. They will not be processed unless they are complete. When the submitted applications are complete, they will be processed and you will be contacted by the licensing officer within 7 to 10 days. The licensing officer will usually designate one evening per week with an open 4 hour window

for you to come in. The rare exception will be if there is a scheduling conflict that week that requires the licensing officer to be unavailable for licensing.

The licensing officer will contact you the night prior to processing the licenses to let you know the date and times they will be processed. Make sure you give a **RELIABLE** contact number where you can be reached. Please make sure you have a **WORKING** device where a message can be left and retrieved. It will not be our responsibility if you give us a number that does not work reliably or we call and cannot leave you a message due to your service. It will be incumbent on you to contact us if you do not receive a call after 10 days of submitting your application.

You will be contacted **at least 3 times** to come in and have your license processed. If you do not respond and come in after those 3 times, **your application will be cancelled per this policy and your fee will not be refunded.** The application fee is to process the application. Failure to come in for 3 scheduled open window processing appointments will end the process. You will then have to re-apply if you want to have your license processed again.

There are some unpredictable events that could cancel a designated LTC/FID processing night. For new applicants, we need to use the fingerprint machine that is located in our Booking Room. If we have a prisoner that night, we will not be able to process yours that night. **In this event, this will not count against you.** You **will not** be charged as missing an appointment. There may also be an emergency in town that night that required the licensing officer to leave the station to assist. **In this event, this will not count against you.** The licensing officer might also get reassigned to patrol or have a last minute scheduling change. **In these events, this will not count against you.** You **will not** be charged for missing an appointment.

Always call the station at 781-275-1212 approx. 5 to 10 minutes before you intend to come to the station for processing. Ask for Sergeant Ron Undzis.

The firearms application is signed under penalties of perjury and the statement that “I declare the above facts are true and complete to the best of my knowledge and I believe and I understand that any false answer(s) will be just cause for denial or revocation of my license to carry firearms.”

**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 \$1000 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.” (MGL Ch. 140, sections 129B(8) and 131(h)).

I the undersigned understand these directions that I have read on this document, and I have read and understand the Bedford Police Department “No Show” policy.

Signed \_\_\_\_\_

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

Please include this signed form with your check and application. You may make a copy of this signed form for your own records. Incomplete applications packets will be mailed back to you with your check.

**Any further question regarding possession or transfer of firearms can be found at [www.mass.gov](http://www.mass.gov)**



**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  
mass.gov/cjis | TTY: 617-660-4606

PD USE ONLY	
FTN:	_____
LIC #:	_____

**\*You must submit this form 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:**

- Target & Hunting   
 Sporting   
 Employment   
 Unrestricted (use lines below to indicate the reason(s) you are requesting an unrestricted LTC; 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. D** (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. D** (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.*

Stolen	Lost	Make/Model	Year	Color	Serial Number	Where Found	Where Stolen

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

SIGNED UNDER THE PENALTIES OF PERJURY:

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