



**THE COMMONWEALTH OF MASSACHUSETTS**  
**EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**  
**CRIMINAL HISTORY SYSTEMS BOARD**

200 ARLINGTON STREET, SUITE 2200  
CHELSEA, MASSACHUSETTS 02150  
[WWW.MASS.GOV/CHSB](http://WWW.MASS.GOV/CHSB)

**Deval L. Patrick**  
Governor

**Timothy P. Murray**  
Lieutenant Governor

**Mary Elizabeth Heffernan**  
Secretary of  
Public Safety and Security

**Curtis M. Wood**  
Executive Director

June 1, 2009

RE: Application for Non-resident Temporary License to Carry Firearms

Dear Applicant:

Beginning August 1<sup>st</sup>, 2009, all new and renewal non-resident temporary licenses to carry firearms (LTC) in Massachusetts will be issued through the Massachusetts Instant Record Check System (MIRCS). MIRCS is a computer based application used to manage, process and monitor firearms licensing statewide.

What this means for applicants:

- 1) Applicants will no longer be required to obtain fingerprints from their local police departments;
- 2) Applicants will no longer be required to obtain a passport size photograph;
- 3) An LTC will be issued on a wallet-sized, digitally printed, plastic card;
- 4) To complete the application process, all applicants will be required to appear in person at the following:

Firearms Records Bureau  
Criminal History Systems Board  
200 Arlington Street, Chelsea, MA 02150

Any applicant who submits an application to the Firearms Records Bureau (FRB) after June 1<sup>st</sup>, 2009, will be contacted by FRB staff to set up an appointment for final LTC processing in Chelsea, MA.

Appointments will be scheduled after August 1, 2009, and will be scheduled in the order that completed applications are received.

Please pay close attention to the enclosed updated application instructions and complete the application accurately. A mistake on the application will result in a delay in the application process or a denial of a LTC. Additionally, please take note of the enclosed explanation of applicable license restrictions.

Thank you,

Jason A. Guida, Esq.  
Director of the Firearms Records Bureau  
Commonwealth of Massachusetts



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June 1, 2009

RE: Restrictions for Non-resident Temporary License to Carry Firearms

Dear Applicant:

The Firearms Records Bureau (FRB) may apply certain restrictions on a non-resident temporary license to carry firearms. These restrictions detail the terms and conditions that govern the possession of a firearm under the license pursuant to G.L. c. 140, §131F.

The following restrictions may be applied to a non-resident temporary license to carry firearms:

NONE – the LTC is issued for all lawful purposes with no restrictions.

EMPLOYMENT – restricts possession to business owner engaged in business activities or to an employee while engaged in work related activities, and maintaining proficiency, where the employer requires carry of a firearm (i.e. armored car, security guard, etc.). Includes travel to and from activity location.

TARGET & HUNTING – restricts possession to the purpose of lawful recreational shooting or competition; for use in the lawful pursuit of game animals and birds; for personal protection in the home; and for the purpose of collecting (other than machine guns). Includes travel to and from activity location

SPORTING – restricts possession to the purpose of lawful recreational shooting or competition; for use in the lawful pursuit of game animals and birds; for personal protection in the home; for the purpose of collecting (other than machine guns); and for outdoor recreational activities such as hiking, camping, cross country skiing, or similar activities. Includes travel to and from activity location.

OTHER –

Restrictions are based upon the information provided in the license application. Please ensure that you provide a detailed reason for requesting the issuance of a license in Massachusetts. Include information regarding how and where you intend to possess or use a firearm and your knowledge and training in Massachusetts firearms laws.

If you have any further questions please feel free to contact the FRB at (617) 660-4782.

Thank you,

Jason A. Guida, Esq.  
Director of the Firearms Records Bureau  
Commonwealth of Massachusetts

## Non-Resident Application Instructions

**Non-Refundable Application Fee: \$100.00**

**Valid: 1 year, unless issued for employment (see #13)**

The following items must be received and applications must be complete before you will be contacted by FRB staff to set up an appointment for final LTC processing in Chelsea, MA:

1. **Fee:** Only bank or postal money orders and certified checks made payable to "Commonwealth of Massachusetts" will be accepted as payment. The **non-refundable** application fee is one hundred dollars (\$100). *Cash or personal check(s) are unacceptable and if received, the application package will be returned to you.*
2. **Photocopy of Home State License to Carry Firearms:** All applicants must submit a photocopy (both sides if applicable) of their home state license to carry firearms. If your home state does not issue firearms licenses, please submit notarized documentation confirming this fact, along with a letter from their local Police Chief (see below).
  - a. **Letter from the Police Chief:** Applicants who reside in states that do not require a resident to obtain a firearm permit must submit a recent letter from the police chief in the community where he or she resides which either attests to the applicants good character, or states whether or not the police department is aware of any local action that would prevent issuance of a license to carry a firearm. If your community does not have a police chief, a letter from any police authority which has jurisdiction in your community is acceptable.
3. **Report of Home State Criminal History Record:** All applicants from Louisiana, Washington D.C., and any American Territory (American Samoa, Guam, Puerto Rico, and the U.S. Virgin Islands) must provide a home state record check. First time applicants from New York must submit an additional fingerprint card and money order for \$75 that the CHSB will submit directly to the NY Bureau of Criminal Records (refer to the procedure which accompanied their original application package). ***Residents from all other states are exempt from this requirement.***
4. **Firearms Safety Course:** First time applicants must submit a copy of a recent certificate showing completion of a basic firearm safety course given in their home state or in Massachusetts. ***This course must have been taken with an instructor who is certified by the Colonel of the Massachusetts State Police*** (please ask your instructor prior to taking the course if he is certified in Massachusetts). A certificate issued by the Commonwealth's Division Fisheries and Wildlife, showing completion of a hunter education course is a valid substitute for the Firearms Safety Certificate. A safety course and certificate is not required if you:
  - 1) are applying for a chemical propellant license only, or
  - 2) held a Massachusetts non-resident LTC or Massachusetts resident LTC on June 1, 1998, or
  - 3) are authorized by a competent authority to carry or possess a weapon, and are acting within the scope of your duties. Specifically this applies to any officer, agent or employee of the Commonwealth or any state of the United States; any member of the military or other service of any state or of the United States; and any duly authorized law enforcement officer, agent or employee of any municipality of the Commonwealth. Note that this exemption does not cover the carrying of a weapon while not on duty.

A current list of acceptable courses may be found on the State Police web site at:

<http://www.state.ma.us/msp/firearms/courses.htm>.

The following are acceptable courses:

- Massachusetts Chiefs of Police Association Basic Handgun Safety Course
  - NRA Basic Pistol Course and Personal Protection Course
  - SIG Arms Academy Handgun Orientation
  - Smith & Wesson Academy Massachusetts Carry Permit Course
5. **Photocopy of Immigration Card:** Non-resident aliens and naturalized non-resident citizens only must enclose a photocopy of their immigration card or visa (containing the alien registration number), or if applicable, a photocopy of other documents allowing lawful entry and residency in the United States. If you have been naturalized, please provide your alien registration number (ARN) *and* the number on your naturalization certificate.
6. **Home Address:** All applicants must complete the information for street, city/town, state, and zip code. *P.O. Box numbers will not be accepted for the residential mailing address and, if received, the entire application package may be returned to the applicant.*
7. **Social Security Number:** You are not required to include your social security number. However, providing your social security number it may expedite the time required to complete your criminal background record check and process your license. The information given on this application is not public information.
8. **Applications Submitted for Employment Purposes:** Military personnel who are stationed within the territorial boundaries of the Commonwealth, persons employed by a bank, public utility corporation, a firm engaged in the business of transferring money, or a firm licensed as a private detective agency may apply for a license which may be valid for two years. To qualify, note the following:
- Military personnel must submit a photocopy of their military ID, and have written consent from their commanding officer.
  - Private detective agencies must be licensed in the Commonwealth under the provisions of MGL c. 147, as a private detective agency, guard or patrol. A photocopy of the company's Massachusetts license must accompany the application.
  - Persons employed by a bank, public utility corporation, a firm engaged in the business of transferring money, or a firm licensed as a private detective agency, must have the application endorsed by his/her employer by submitting a letter from their employer *on company letterhead* indicating his or her current employment.

**Applications must be complete and accurate; any inaccurate information will result in a denial of the license.**

**All applications must be returned with a self addressed stamped envelope** as this will be used to mail the completed license.

The completed package should be mailed to **Criminal History Systems Board, Attn: Firearms Records Bureau, 200 Arlington St., Suite 2200, Chelsea, MA 02150.**

Please note:

- All applications are initially processed through the mail, and walk-in service is *not* available
- You will be contacted by telephone to set-up an appointment to appear in person at the Firearms Records Bureau to complete your license application.



# The Commonwealth of Massachusetts

Firearms Records Bureau  
200 Arlington Street, Suite 2200  
Chelsea, MA 02150

## NON-RESIDENT APPLICATION FOR TEMPORARY LICENSE TO CARRY FIREARMS (G.L. c. 140, § 131F)

**Except for signature, please PRINT all requested information:**

( ) **FIRST TIME APPLICANT** ----→ Attach a copy of your rifle or shotgun safety course certificate

( ) **RENEWAL APPLICANT** ----→ Previous permit number: \_\_\_\_\_

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

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Initial                                      Maiden Name

\_\_\_\_\_  
Residential Address:    Street and Number                                      City/Town                                      State                                      Zip Code

\_\_\_\_\_  
Massachusetts Address: Street and Number                                      City/Town                                      State                                      Zip Code

\_\_\_\_\_  
Military Address:    Street and Number                                      City/Town                                      State                                      Zip Code

Home Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

\_\_\_\_\_  
Business Address:    Street and Number                                      City/Town                                      State                                      Zip Code

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security # (optional): \_\_\_\_\_ Home State Driver's License #: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Build: \_\_\_\_\_ Complexion: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

TYPE OF LICENSE APPLYING FOR (check one):    ( ) CLASS A LTC    ( ) CLASS B LTC

- a Class A LTC may be issued with restrictions. Please refer to the information that accompanied your application. An LTC issued by Massachusetts will be subject, at a minimum, to the same restrictions as the home state license.
- a Class B LTC is issued to applicants requesting to carry chemical propellant (mace) only.
- a LTC may be issued to a non-resident, non-citizen (alien) ONLY for the purpose of firearm competition.

**ANSWER THE FOLLOWING QUESTIONS ACCURATELY:**

1. Do you hold, or have you ever held a license to carry firearms in this or any other state or country? \_\_\_\_\_  
If "YES," when, where and license #: \_\_\_\_\_  
Does/did the license have restrictions, and if so what are/were they? \_\_\_\_\_
2. Are you a citizen of the United States? \_\_\_\_\_  
If naturalized give date, place and naturalization: \_\_\_\_\_  
If "NO," please provide alien registration number: \_\_\_\_\_
3. Have you ever used or been known by another name? \_\_\_\_\_ If yes, provide name and explain:  
\_\_\_\_\_
4. In any state or federal jurisdiction have you ever been convicted as an adult or adjudicated a youthful offender or delinquent child for the commission of (a) a felony; (b) a misdemeanor punishable by imprisonment for more than two (2) years; (c) a violent crime as defined in M.G.L. c. 140, § 121; (d) a violation of any law regulating the use, possession, ownership, sale, transfer, rental, receipt or transportation of weapons or ammunition for which a term of imprisonment may be imposed; or (e) a violation of any law regulating the use, possession or sale of controlled substances as defined in M.G.L. c. 94C, § 1? \_\_\_\_\_
5. Have you ever been arrested, or appeared in any court as a defendant for any criminal offense? (Include non-conviction information, and exclude non-criminal traffic offenses such as speeding) \_\_\_\_\_
6. Are you now under any charges for any offenses against the law? \_\_\_\_\_
7. Are you now or have you ever been the subject of a restraining order under M.G.L. c. 209A, or involved in a domestic violence charge? \_\_\_\_\_
8. Have you ever been confined to any hospital or institution for mental illness? \_\_\_\_\_
9. Are you or have you ever been under treatment or confinement for drug addiction or habitual drunkenness? \_\_\_\_\_
10. Have any license to carry firearms, permit to possess firearms, or firearms identification card issued under the laws of any state or territory ever been suspended, revoked or denied? \_\_\_\_\_
11. Are you currently the subject of any outstanding arrest warrant in any state or federal jurisdiction? \_\_\_\_\_

IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS 4 THROUGH 11, PROVIDE DETAILS INCLUDING DATES, CIRCUMSTANCES AND LOCATION (if necessary use separate sheet of paper to complete):

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12. Other than your home state, what states have you resided in? \_\_\_\_\_

13. Provide *detailed* reasons for requesting the issuance of the license. Be specific, as failure to do so will result in the return of your application

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**NOTICE: 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 (MGL C140, S.131).**

**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 TEMPORAY LICENSE TO CARRY FIREARMS, AND MAY BE USED IN A CRIMINAL PROCEEDING PURSUANT TO MASSACHUSETTS GENERAL LAW CHAPTER 140, §§ 129 AND 131.**

Signed under the penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

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

**Employment or Military Use Only:**

\_\_\_\_\_  
Signature/Endorsement of Employer or Commanding Officer

\_\_\_\_\_  
Rank or Title

**NOTE CHANGE OF ADDRESS REQUIREMENT: FAILURE BY A HOLDER OF A LTC TO NOTIFY THIS OFFICE OF ANY CHANGE IN HIS/HER ADDRESS, BY CERTIFIED MAIL, WITHIN THIRTY (30) DAYS OF ITS OCCURRENCE MAY RESULT IN REVOCATION OR SUSPENSION.**