



Massachusetts Department of Criminal Justice Information Services

Firearms Records Bureau

200 Arlington Street, Suite 2200

Chelsea, MA 02150

TEL: 617-660-4782 | mass.gov/cjis

Application for Non-Resident Temporary License to Carry Firearms – IMPORTANT INFORMATION

All firearms licenses in Massachusetts are issued through the Massachusetts Instant Record Check System (MIRCS). MIRCS is a computer-based application used to manage, process, and monitor firearms licensing statewide.

Every applicant is required to appear in-person at the Firearms Records Bureau (FRB) for the first non-resident license to carry (LTC) application.

Renewals will be processed solely by mail, and **you will still need to renew your LTC annually**. However, subsequent in-person appearances may be required at the discretion of the FRB. If required, you will receive an appointment notice by mail or email with your scheduled date and time to appear at this office. Appointments will be scheduled in the order that completed applications are received.

FRB will continue to process fingerprint-based background checks annually as required by statute (MGL c. 140, § 131F) for all new and renewal applications.

Applicants should apply for renewal a minimum of 90 days in advance.

Pay close attention to the application instructions, as a mistake on the application or omission of required documentation will result in a delay in issuance or a denial of the application.

Non-Resident Application Instructions

Non-Refundable Application Fee: \$100.00

Valid: 1 year, unless issued for employment (see #5)

The following items must be received and applications must be complete to be processed:

1. **Fee:** The **non-refundable** application fee is \$100.00. Only bank or postal money orders and certified bank checks made payable to "Commonwealth of Massachusetts" will be accepted as payment. *Cash, personal checks, or business checks are not accepted.*
2. **Firearms Safety Course:** First time applicants must submit a copy of a certificate showing completion of a Massachusetts Basic Firearms Safety Course. ***This course must have been taken with an instructor who is certified by the Colonel of the Massachusetts State Police*** (ask your instructor prior to taking the course if he is certified in Massachusetts).

A current list of acceptable courses and a roster of certified instructors are available by searching here:

<https://www.mass.gov/firearms-services>

A Massachusetts Division of Fisheries and Wildlife hunter education course is a valid substitute for the Firearms Safety Certificate.

A safety course or certificate is **not** required if you

- 1) Held a Massachusetts non-resident LTC or Massachusetts resident LTC on or after June 1, 1998, or
- 2) Are a current member of the United States Military or the Massachusetts National Guard. You must submit a copy of your most current military identification.

3. **Immigration Documentation:**

Permanent residents (green card holders) or those in the United States on a lawful, temporary status: enclose a photocopy of your immigration card or VISA (containing the alien registration number) and passport (containing passport number). *A LTC may ONLY be issued to a non-resident, non-citizen (alien) for the purpose of firearms competition.*

Naturalized citizens: include your alien registration number (ARN) *and* the number on the naturalization certificate (or a copy of your naturalization certificate) or a copy of your US Passport.

4. **Home Address:** All applicants must complete the information for street, city/town, state, and zip code. *P.O. Box numbers are not accepted for residential address.*
5. **Applications Submitted for Employment Purposes, valid for two years:** Military personnel who are stationed within the territorial boundaries of the Commonwealth or 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:
 - 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 M.G.L. 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 in Massachusetts 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.

6. **Self-addressed, stamped envelope:** Used to mail the completed license.

Applications must be complete and accurate

Inaccurate or false information will result in a denial of the application

Mail the completed package to:

**Massachusetts Department of Criminal Justice Information Services
Firearms Records Bureau
200 Arlington Street
Chelsea, MA 02150**

Important:

- All applications are processed through the mail; walk-in service is *not* available.
- If you are a first-time or renewal applicant that requires an in-person appearance, you will be contacted by mail or email within 2-3 weeks of receipt of your application with your scheduled appointment date.
- If you are a renewal applicant and do not require an in-person appearance, your application will be processed solely through the mail.
- A LTC may **ONLY** be issued to a non-resident, non-citizen (alien) for the purpose of firearms competition.



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FRB USE ONLY
FTN: _____
LIC #: _____

MASSACHUSETTS NON-RESIDENT TEMPORARY LICENSE TO CARRY FIREARMS APPLICATION

(M.G.L.c. 140, § 131F)

CHECK ONE:

- New Applicant (you must attach a copy of your Massachusetts Basic Firearms Safety Course certificate or previous Massachusetts LTC or FID)
- Renewal - Previous License to Carry Number: _____

IF AN IN-PERSON APPEARANCE IS REQUIRED, PLEASE INDICATE IF YOU WOULD LIKE YOUR APPOINTMENT DATE EMAILED:

- YES (email address): _____
- NO (you will receive a notice in the mail)

IMPORTANT:

- A LTC may ONLY be issued to a lawful permanent resident (green card holder) residing outside of Massachusetts for the purpose of firearms competition.

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/own	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)
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If naturalized, give date, place
and naturalization number

	Date	Place	Naturalization Number
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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)

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 your home state, 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? _____

Please explain why you are requesting a license:

Use lines below to indicate the **detailed** 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 _____
date month 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.

PRIVACY ACT STATEMENT – CIVIL FINGERPRINTING

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.

L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.