

**REQUIREMENTS FOR A NEW OR RENEWAL APPLICATION FOR A
FIREARMS IDENTIFICATION CARD OR LICENSE TO CARRY**

All Applicants applying for a Firearms Identification Card or a License to Carry Firearms at the Winchendon Police Department must be a resident of, or own a business in the The Town of Winchendon. **Application drop off is accepted with completed/signed application and fees attached.** Applicant must be present at drop off for photo. New Applicants must be fingerprinted and photographed, renewals require an updated photograph provided at the station. ****Drop off applications may require further correspondence before submission. ****

Firearm Identification Card applicants must be over 18 or 15-17 with a letter from a parent or guardian granting permission for said card. License to Carry Firearms applicants must be 21 years old. **NOTE: Out of state residents cannot apply for an FID or LTC at the Winchendon Police Department.** **Exception: An out of state resident who owns a business in town.**

New applicants for a LTC, License to Carry must have completed a firearms safety course approved by the Colonel of the Massachusetts State Police. New applicants for a FID, Firearms Identification Card must have a completed **MASSACHUSETTS** Hunter Safety Course or the firearms safety course. A Firearms Identification Card for Chemical Spray Only does not require a safety certificate.

All new applicants must bring a current drivers license and/or a birth certificate. Your drivers license must show your current Winchendon residence. No expired drivers license will be accepted. If an LTC renewal applicant has only an LTC issued prior to the inception of the GCA of 1998, they will be required to obtain a Firearms Safety Course certificate.

If a permit is a requirement of your employer, a letter from your employer on company letterhead must accompany the application requesting issuance and must indicate the reason for such a request.

New License to Carry Firearms applicants are required to submit (2) character reference letters. The character reference letters can be from family members, coworkers or friends. All letters must be addressed to the Winchendon Police Department and must be signed and dated. A phone number should also be included with these letters.

FEES:

The NON-REFUNDABLE application fee is \$100.00 payable by check or money order to the Town of Winchendon.

FID Applicants between the ages of 15-17 fee is \$25.00, with parental consent letter.

An applicant for Class D Firearms Identification Card Restricted to Mace and Pepper spray is \$25.00, Class D Renewal is FREE.

Law Enforcement Official applicants \$25.

RENEWAL Applicants over the age of 70 are FREE.