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**DEPARTMENTAL AND INTER-DEPARTMENTAL  
CORRESPONDENCE**

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City of Springfield

<b>GO:</b>	19-006A	<b>DATE:</b> 7-24-19
<b>TO:</b>	ALL COMMANDING OFFICERS	
<b>CC:</b>	DEPUTY CHIEF WILLIAM COCHRANE DEPUTY CHIEF STEVEN KENT	
<b>SUBJECT:</b>	AMENDMENT TO GO 19-006 LICENSE TO CARRY FIREARMS APPLICATION REQUIREMENTS	

**Amendment:**

Effective July 24, 2019, Section, "VI. License to Carry Restrictions, B. Applicants may qualify for the following use or purpose. 1. Unrestricted", has been amended.

**I. POLICY**

- A. It shall be the policy of the Springfield Police Department to issue Licenses to Carry Firearms (LTC) in such a manner that the safety of the public and the licensees are protected.
- B. The criteria in this policy are intended to provide LTC applicants with a reasoned expectation of the likelihood of obtaining an LTC.
- C. In all instances, the Commissioner of the Springfield Police Department reserves the right to exercise his or her discretion and deny an application for an LTC, or to issue a restricted or unrestricted LTC, in accordance with Massachusetts law.

**II. GENERAL GUIDELINES**

- A. In order to ensure such safety, the department shall issue said permits in strict accordance with Massachusetts General Laws, (MGL) c. 140, § 131. Per Mass. Gen. Laws c. 140 § 131, the Police Commissioner is the licensing authority for the City of Springfield and is granted discretionary authority in the issuance of said licenses in two areas: the first, the determination of a "suitable person," and second, limitations as to the use or purpose of the license (restriction).
- B. When reviewing an application for a LTC, the Police Commissioner may issue a LTC if it appears that the applicant is a suitable person to be issued such license and that the applicant has good reason to fear injury to his person or property, or for any other reason, subject to the restrictions expressed or authorized under Mass. Gen. Laws c. 140, § 131.

### III. APPLICATION REQUIREMENTS

- A. All applicants must be at least 21 years of age,
- B. Per Massachusetts General Laws c. 140, § 131 (d), the following are eligible to obtain a LTC from the Springfield Police Department: any person residing or having a place of business within the City of Springfield or any Police Officer currently employed by the City of Springfield.
- C. All applicants for an LTC must successfully complete, with certification, a Massachusetts State Police-approved Firearms Safety Course that includes a live fire component. Check online at [www.goal.org](http://www.goal.org) or [www.nrainstructors.org](http://www.nrainstructors.org) to find a certified training program.
- D. There is a \$100 application fee for a Firearm ID (FID) or a LTC and all fees are non-refundable. All payments are due at the time of application.
- E. Applicant must submit the following items:
  - 1. A completed application form
  - 2. A copy of your Birth Certificate (if you are a citizen by birth), a U.S. passport, Naturalization Papers, or Permanent Resident Card, whichever is applicable;
  - 3. Proof of Springfield residence, MA driver's license or ID with a valid Springfield address, a utility bill (Electric, Gas, Land Phone Line, or Lease Agreement).
  - 4. Copies of the certificates you have received from applicable training course(s);
  - 5. When applying for an LTC for "occupational purposes" or an "unrestricted" LTC, the applicant shall provide all other applicable documentation, as described in section VI below.
  - 6. The Springfield Police Department reviews the application and conducts a thorough criminal background investigation.
  - 7. Applicants will be notified by mail if an application is rejected.

### IV. PROHIBITED PERSONS

- A. Under c. 140, § 131, in order to be eligible for an LTC the applicant may not have ever been convicted in any court of the Commonwealth or any other state or federal jurisdiction for:
  - 1. A felony;
  - 2. A misdemeanor punishable by more than 2 years;
  - 3. A violent crime as defined in c. 140 § 121;
  - 4. A violation of any law involving weapons or ammunition for which a term of imprisonment may be imposed;

5. A violation of any law regulating controlled substances as defined in section 1 of chapter 94C including, but not limited to, a violation of said chapter 94C;
  6. A misdemeanor crime of domestic violence as defined in 18 U.S.C. 921(a)(33);
- B. A conviction is a finding of guilty for an adult or an adjudication of delinquency in the case of a juvenile. Also note, MGL. Chapter 140 Section 131 Defines a "Conviction" as a finding or verdict of guilt, or a plea of guilty, whether or not final sentence is imposed;
  - C. Applicants are also ineligible if they are currently the subject of an outstanding arrest warrant in any state or federal jurisdiction or a permanent temporary domestic restraining order.
  - D. For an LTC the Licensing Authority also has the final discretion to determine that the applicant is a "suitable person" and must have a "good reason to fear injury to his person or property, or for any other reason, including the carrying of firearms for use in sport or target practice only;
  - E. Applicants are disqualified under federal law to possess firearms or ammunition pursuant to 18 U.S.C. § 922(g) (1). That section states " it is unlawful for any person who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one (1) year to possess in commerce, any firearms or ammunition." Further, 18 U.S.C. § 921 (a) (20) makes it clear that any Massachusetts offense classified as a misdemeanor carrying a prison term of longer than two (2) years is a disqualifying conviction under federal law. M.G.L. chapter 140 sections 129B and 131(g) provide that any persons prohibited by either Massachusetts or Federal laws are prohibited from having an F.I.D. or L.T.C.

## V. SUITABILITY

- A. A "suitable person" has been defined as an individual who is sufficiently responsible to be entrusted with a license to carry firearms. Under the suitability provision of Massachusetts General Laws c. 140, § 131 (d), the licensing authority is permitted to and may consider all information available from all sources, including but not limited to the following: incident reports, the underlying facts of any incidents, dismissed criminal charges, sealed records, pardoned offenses, evidence of volatile relationships, suppression of evidence in any criminal prosecution, the lack of compliance with firearm laws, any arrest for a misdemeanor punishable by imprisonment for more than two years, any felony arrest and any arrest involving physical violence or threats to commit physical violence, any domestic violence incident, any drug arrest and/or any alcohol or drug related OUI or multiple minor alcohol related arrests or convictions.
- B. The licensing authority may deny the application or renewal of a license to carry, or suspend or revoke a license issued if, in a reasonable exercise of discretion, the licensing authority determines that the applicant or licensee is unsuitable to be issued or to continue to hold a license to carry. A determination of unsuitability shall be based on:

1. Reliable and credible information that the applicant or licensee has exhibited or engaged in behavior that suggests that, if issued a license, the applicant or licensee may create a risk to public safety; or
2. Existing factors that suggest that, if issued a license, the applicant or licensee may create a risk to public safety.

## VI. LICENSE TO CARRY RESTRICTIONS

- A. With regard to proper use or purpose, Mass. Gen. Laws c. 140, § 131 grants the licensing authority the statutory authority to place restrictions relative to the possession, use, or carrying of a firearms as it deems proper. Every license to carry shall specifically state the use or purpose.
- B. Applicants may qualify for the following use or purpose:
  1. Unrestricted - Applications for an unrestricted LTC will only be granted in limited circumstances. Applicant for an unrestricted LTC must articulate a reason to fear injury to himself or his property that distinguishes him from the general population. The applicant must identify a specific need, that is, a need above and beyond a generalized desire to be safe. Applicants for an unrestricted LTC must successfully complete a Massachusetts State Police approved Basic Firearms Safety Course with live fire training. Applicants must also satisfactorily demonstrate that they have training or experience that satisfies the key components of courses focused on concealed carry of a firearm in public places. For example, such components include but are not limited to: de-escalation of violence techniques; the lawful use of deadly force; responsibilities associated with carrying a concealed weapon; and concealed carry techniques. Applicants may satisfy this condition by submitting evidence of such training or experience, or by successful completion of one of the following training courses:
    - Safe Carry Firearms Course (MA MTC-024)  
(see <https://freedomalleyshootingsports.com/training>, NRA Basics of Personal Protection Outside the Home (Level 1) or NRA Defensive Pistol  
(see [www.nrainstructors.org](http://www.nrainstructors.org));
    - SIG Arms Concealed Carry Pistol Course (LTC-012); GOAL The Art of Concealed Carry in Massachusetts (see [http://goal.org/training/art\\_of\\_concealed\\_carry.html](http://goal.org/training/art_of_concealed_carry.html));
    - Mass Firearms School Concealed Carry I  
(see <http://www.massfirearmsschool.com/>).
  - a. Applicants for an unrestricted LTC must further submit a written supplement providing specific reasons that the applicant believes supports granting the unrestricted access. The written supplement should identify the applicant's proper purpose in seeking an unrestricted LTC.
  - b. Applicants should also provide any additional documentation they may have that will assist the licensing authority in making a determination that

issuance of an unrestricted LTC to the applicant will not pose a threat to public safety. Applicants are encouraged to submit as much such documentation as possible. Examples of such documentation include, but are not limited to:

Current or prior service in the military;

Current or prior service in law enforcement;

Prior receipt of an unrestricted LTC from another community or state, with no record of any violation of any term or condition of the LTC;

Prior receipt of a restricted LTC from Springfield or from another community or state, with no record of any violation of any term or condition of the LTC (the receipt of such from Springfield will carry greater weight than the receipt of such license from elsewhere);

Prior receipt of an Firearms Identification Card (FID) from Springfield or from another community or state, with no record of any violation of any term or condition of the FID (the receipt of such from Springfield will carry greater weight than the receipt of such license from elsewhere);

Prior receipt of a hunter safety training and/or experience hunting;

Signed letters of recommendation that show the applicant's good character and emotional stability. Such letters of recommendation should indicate that the applicant is not subject to excessive drinking habits, substance abuse, or violent behavior. Letters of reference may, but need not, be from the references listed on the applicant's application. Letters from an applicant's relatives are not acceptable. Each letter of reference must be on 8.5" x 11" paper and be signed, dated, and show the reference's name, address and telephone number. The Commissioner of the Springfield Police Department, or his or her designee, reserves the right to contact each reference.

Failure to produce satisfactory documentation may result in the denial of an unrestricted LTC.

2. Target & Hunting - Restricts possession to the purposes of lawful recreational shooting or competition; for use in the lawful pursuit of games and animals and birds; for personal protection in the home; and for purpose of collecting (other than machine guns). Includes travel to and from activity location.
3. Sporting - Restricts possession to the purposes of lawful recreational shooting or competition; for use in the lawful pursuit of games and animals and birds; for personal protection in the home; and for 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.
4. Employment / Occupational - Restricts possession to business owners engaged in business activities or to an employee while engaged in work related activities, and

maintaining proficiency, where the employer requires carrying of a firearm (i.e. armored car, security guard, etc.). Includes travel to and from activity location. Applicants for an LTC for occupational purposes must, in addition to completing the Massachusetts State Police approved Basic Firearms Safety Course with live fire training, satisfactorily demonstrate that they have training or experience that satisfies the key components of courses focused on concealed carry of a firearm in public places. For example, such components include, but are not limited to: de-escalation of violence techniques; the lawful use of deadly force; responsibilities associated with carrying a concealed weapon; and concealed carry techniques. Applicants may satisfy this condition by submitting evidence of such training or experience or by successful completion of one of the following training courses:

Safe Carry Firearms Course (MA MTC-024)

(see <https://freedomalleyshootingsports.com/training>, NRA Basics of Personal Protection Outside the Home (Level 1) or NRA Defensive Pistol (see [www.nrainstructors.org](http://www.nrainstructors.org));

SIG Arms Concealed Carry Pistol Course (LTC-012); GOAL The Art of Concealed Carry in Massachusetts (see [http://goal.org/training/art\\_of\\_concealed\\_carry.html](http://goal.org/training/art_of_concealed_carry.html));


Mass Firearms School Concealed Carry I (see <http://www.massfirearmsschool.com/>).

Applicants for an LTC for employment / occupational purposes must further furnish to the licensing authority a signed letter from the applicant's employer on official business letterhead identifying in detail the nature of the business and the reason(s) for requiring such an LTC.

5. Other - The licensing authority create a restriction it deems proper.
- C. The parameters established in this policy for a "suitable person" and for the use or purpose shall apply to applicants for a new LTC and for a renewal of a LTC. On all applications the use or purpose shall be stated in the terms discussed in this policy. The limitations shall apply when applicable.

It should be noted that a violation of a restriction of a LTC, whether imposed by operation of statute or under the authority of the licensing authority, shall be cause for suspension or revocation of the license. A suspension is a temporary surrender of a LTC, which should be of a specified duration. While specific duration periods for such suspensions are favored, influences and factors external to and beyond the control of this department may result in suspensions of nonspecific durations. These external factors include, but are not limited to, court dispositions.

At the conclusion of the suspension period or the time parameter upon which the suspension was predicated, an investigation shall be conducted upon which a decision will be made to determine whether to revoke the LTC or reinstate that license in full or with increased restrictions. The LTC shall remain under suspension status during the pendency of that investigation. A revocation shall constitute the loss of a license until the date of the expiration as indicated on the revoked LTC.

  
Cheryl C. Clapprood  
Acting Police Commissioner



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  
TEL: 617-660-4600 | TTY: 617-660-4606 | mass.gov/cjis

PD USE ONLY  
FTN: \_\_\_\_\_  
LIC #: \_\_\_\_\_

Submit this form and direct any questions 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
Residential Address		City	State	Zip Code	Telephone Number
Mailing Address		City	State	Zip Code	Telephone Number
Date of Birth		Place of Birth (City, State, Country)			
Mother's First Name		Mother's Maiden Name	Father's First Name		Father's Last Name
Height	Weight	Build	Complexion	Hair Color	Eye Color
Occupation			Social Security Number		Drivers License Number
Employed By			Business Address		
City/Town		State	Zip	Telephone Number	



**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:**

Unrestricted     Target & Hunting     Sporting     Employment

Use lines below to indicate the reason(s) you are requesting the license; 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: \_\_\_\_\_

