



# Gardner Police Department

200 Main Street, Gardner, Ma. 01440

Phone: 978-632-5600 Fax: 978-632-9045

## **GARDNER POLICE DEPARTMENT FIREARMS LICENSING APPLICATION INSTRUCTIONS**

**For appointments: 978-632-5600 Ext: 0**

**Application &/or Firearms related questions: 978-632-5600 Ext: 209– Sgt. Czasnowski**

1. Only City of Gardner Residents or Business Owners may apply.
2. Applicants are required to call or come into the Gardner Police Department & schedule an appointment. If you are renewing a License to Carry a Firearm (L.T.C.) or Firearms Identification (F.I.D.) Card, it is highly recommended that you schedule an appointment approximately three months prior to the expiration of your current license.
3. On the date of your scheduled appointment all applicants **MUST** bring the following required items:
  - A. Positive Identification (e.g. Massachusetts Driver's License/Identification Card suggested).
  - B. Proof of residency with current address listed (Massachusetts Driver's License/Identification Card accepted). Business owners must supply written documentation on official letter head.
  - C. Completed & signed application listing **ALL** requested information.
  - D. If applying for a L.T.C. (1<sup>ST</sup> time applicants) original documentation (plus one photocopy) for attending a Massachusetts State Police Certified Basic Firearm Safety Course or Hunting Safety Course certified by the Massachusetts Division of Fisheries & Wildlife. This requirement does not apply for applicants who are **current** members of the U.S. Military or Massachusetts National Guard (Active Duty Identification required).
  - E. If applying for a F.I.D. Card (1<sup>ST</sup> time applicants) original documentation (plus one photocopy) for attending a Massachusetts State Police Certified Basic Firearm Safety Course or Hunting Safety Course certified by the Massachusetts Division of Fisheries & Wildlife. This requirement does not apply for applicants who are **current** members of the U.S. Military or Massachusetts National Guard (Active Duty Identification required).
  - F. Restricted F.I.D. Cards (mace/pepper spray) only apply to those applicants between the ages of 15 through 17 with the written consent of a parent or legal guardian. There are no current licensing requirements for mace/pepper spray for those 18 years of age and older.
4. Application fee's:
  - A. \$100 – For those applying for a L.T.C. or F.I.D. Card (1<sup>ST</sup> time applicants & renewals).
  - B. \$25 – For those applying for a F.I.D. Card (mace/pepper spray) or (ages 15 through 17).
  - C. \$25 – For retired law enforcements officers renewing their L.T.C. or F.I.D. Card (documentation required).
  - D. No Fee – For anyone 70 years of age & older **renewing** their L.T.C. or F.I.D. Card.

All payments are non-refundable & must be made in United States Currency or a check/money order made payable to the City of Gardner. No credit or debit card payments are accepted & there is a \$25 fee for returned checks.

**IF YOU DO NOT HAVE THE REQUIRED ITEMS AT THE TIME OF YOUR ARRIVAL WE WILL BE UNABLE TO**

**PROCESS YOUR APPLICATION**

6/28/15