



### Requirements for a License to Carry Firearms

1. The applicant be at least 21 years of age, a resident of the City of Worcester and a citizen or Permanent Resident Alien.
2. The applicant must submit a completed application, a copy of their **Birth Certificate (U.S. or Puerto Rico only), Naturalization Papers or Permanent Resident Card**, whichever is applicable.
3. The applicant must submit (2) two **typed and signed** letters of recommendation. The recommendation must come from a responsible person (NO RELATIVES, NO Worcester Police Officers). The letter must state you are a fit person to possess a firearm.
4. If you have appeared in court for any criminal offense, or if you were the subject of a 209A Restraining Order, you must obtain and submit copies of police reports, 209A affidavits and court documents. When completing your application, pay close attention to Question #5. Please understand that the question **"Have you ever appeared in any court as a defendant"** includes all adult and juvenile appearances. It does not matter when you appeared or if the charges were Dismissed, Continued Without a Finding or any other disposition. YOU MUST WRITE IT DOWN. YOU ARE SIGNING THE APPLICATION UNDER PENALTIES OF PERJURY. **YOU CAN BE DENIED A LICESNE AND COULD FACE COURT PROSECUTION FOR PERJURY IF NOT ANWSERED THRUTHFULLY.**
5. The **License Fee is \$100 payable by Cash, Check** or Money Order (payable to the City of Worcester) **NON-REFUNDABLE**
6. Prior to your appointment date, you must attend a **State Certified Firearms Safety Course**. Courses are available twice a month at the Worcester Police Department. There is a \$20 fee for city residents and a \$35 fee for non-residents. Payment is due at the time of sign up in the License Division Unit located at the Worcester Police Department.
7. If you are seeking a License to Carry for employment purposes (armed security or security work) a letter from your employer typed on company letterhead must accompany your application.
8. Applications are processed by **APPOINTMENT ONLY** on Tuesday, Wednesday and Thursday's. **Please call 508-799-8648** between the hours of 8am-11am, and 1pm-230pm, Monday through Friday to schedule an appointment.

**If you fail to provide any of the previously described requirements you will be turned away and provided an appointment in the future.**