



The City of **WORCESTER**

Police Department

Paul B. Saucier, Chief of Police

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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. Must also provide name change certificate and/or marriage certificate.
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 #3. 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 LICENSE AND COULD FACE COURT PROSECUTION FOR PERJURY IF NOT ANSWERED THRUUTHFULLY.**
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. You can apply **ONLINE** for the class at <https://www.worcesterma.gov/police/permits-licensing/ltc-fid>. Go to "Firearms Basic Safety Course section". Click on "Register in advance online" link. New users will need to register for an account.
7. Complete the LTC/FID application **ONLINE** at <https://www.mass.gov/how-to/apply-for-or-renew-a-firearms-license>. **It is your responsibility to upload all supporting documents. If you fail to upload required documents YOU WILL BE TURNED AWAY on the date of your scheduled appointment.**
8. Applications are processed by **APPOINTMENT ONLY**. Appointments are scheduled **ONLINE** at <https://www.worcesterma.gov/police/permits-licensing/ltc-fid>. Go to "schedule an appointment" and click on "schedule now" to schedule your appointment.
9. **Renewals** for previously **out-of-town residents** must submit (2) typed and signed letters pf recommendation and a copy of their Birth Certificate (U.S. or Puerto Rico only), Notarization Papers or Permanent Resident Card, whichever is applicable.

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

Worcester Police Department
License Division
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Worcester, Ma 01608
Phone: 508-799-8648

