

License to Carry Guidelines

APPLICATION: Print and complete the attached LTC / FID application. References listed on the 3rd page of the application are not required. **You must be a resident of Boston** to submit your application with the Boston Police. If you have moved outside of Boston, you must renew in the city/town where you reside. Be sure that all of the information you provide is accurate. **Applications submitted with incomplete or false information will be denied. If you have concerns about any questions on the application, call 617.343.4425 to speak to an officer.**

NEW LTC / FID: Applicants must submit:

1. Completed Application
2. **COPY** of Basic Firearms Safety Certificate or Basic Hunter Education Course Certificate
3. **COPY** of US Birth Certificate or valid US Passport or Naturalization documents or valid permanent resident card
4. **COPY** of Valid Massachusetts Driver's license or Massachusetts ID. With a Boston address.
5. Proof of payment.

Once your application is processed, you will be contacted and given a date & time to come to the Licensing Unit to be interviewed and fingerprinted.

RENEWALS: Processing renewal applicants will be done remotely. Applicants must submit:

1. Completed Application
2. Expired or expiring LTC/FID
3. Valid Massachusetts driver's license or Massachusetts ID
4. Proof of payment.

As long as your renewal is processed prior to your expiration date, your LTC/FID will not expire. Your card will remain active. You will receive your card in the mail. The process usually takes several weeks.

PAYMENT: The fee for LTC / FID applications is \$100 dollars, payable on-line at:

[boston.gov/police-payments](https://www.boston.gov/police-payments), complete all relevant fields. To select the amount to pay, click the pull down box marked "Stored Items" and choose "Firearm & FID - \$100"
Print a copy of your payment receipt before leaving the site. If you are mailing or dropping off your application, you can pay by check or money order payable to the City of Boston. **DO NOT SEND CASH!!!** Renewal applicants 70 year old and over are free – no payment form needed.

UPLOAD, MAIL OR DROP OFF: The completed LTC / FID application, payment receipt, and verifying documents can be uploaded to the secure [website here](#).

The documents can be sent via US Mail to: Boston Police Licensing Unit, 1 Schroeder Plaza, Boston, MA 02120. You can also drop the information in the locked mailbox marked "Firearm Licensing" located at the front door of Boston Police Headquarters, 1 Schroeder Plaza, Boston. **NO CASH!**

Call the Licensing Unit with any questions - 617.343.4425

Thank You for Your Cooperation,
Boston Police Licensing Unit