



**HOLDEN POLICE DEPARTMENT**  
Firearms Application Checklist

My appointment day & time are:

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**Note:** We recommend that all qualified applicants apply for a Class A LTC rather than a Class B LTC or an FID card. If you are issued a lesser license and wish to own a handgun in the future, you would need to reapply and pay another fee.

**APPLICATION REQUIREMENTS**

NEW:	Appn Fee*	Application	Two References	Two Letters	Full Fingerprints	Class Pre-Reg#	Class Certificate	Letter from Employer§	Appointment
Class A LTC	\$110	YES	YES	YES	YES	YES	YES	See note	YES
Class B LTC	\$110	YES	YES	YES	YES	YES	YES	"	YES
Class C FID	\$110	YES	NO	NO	YES	YES	YES	"	YES
Class D FID	\$35	YES	NO	NO	YES	NO	NO	"	YES
<b>RENEWAL:</b>									
Class A LTC	\$100	YES	NO	NO	NO	YES	YES	See note	YES
Class B LTC	\$100	YES	NO	NO	NO	YES	YES	"	YES
Class C FID	\$100	YES	NO	NO	NO	YES	YES	"	YES
Class D FID	\$25	YES	NO	NO	NO	NO	NO	"	YES
* If under age 70. All fees are forfeited if application is denied. Fee shown includes \$10 fingerprint fee for new applicants.									
§ Applicants who need an LTC or FID for their job must submit a letter from their employer stating it is required.									
# Class pre-registration required to guarantee an appointment slot during the same month as the class.									

**You must bring your complete application packet with you, or your appointment will be forfeited and you will have to reschedule to the following month. No action can be taken without all of the applicable items:**

- All applicants** must bring their application form, signed and dated.
  - All applicable questions must be completed.
  - If you answered "yes" to any question 1-14 on page 2, you must give details (1<sup>st</sup> question, page 3).
  - See table above for reference and letter of recommendation requirements.
  
- All applicants under 70 years of age** must bring payment.
  - \$100 for LTC and Class C FID card + \$10 print fee for new applicants.
  - \$25 for Class D (Chemical Propellant (mace) Only) FID card + \$10 print fee for new applicants.
  - Cash or check made payable to: Town of Holden Police Department.
  - Applicants over age 70 are exempt from the application fee per Massachusetts state law.
  
- All new applicants** must have full fingerprints taken.
  - Full prints will be taken at your appointment
  - Alternatively, 10-print cards completed at another Massachusetts police department will be accepted.
  
- New applicants for Class A or B License to Carry** must bring 2 letters of recommendation.
  - Letters must be on letterhead from a responsible non-family member, stating how long they have known you and that they feel you are a fit person to be licensed to carry firearms.
  - Letters should contain the word "firearm".
  
- Applicants applying in relation to their employment** must bring a letter from their supervisor on company letterhead verifying that the LTC or FID is required for employment purposes, and why.
  
- Applicants for Class A or B LTC or Class C FID** must bring a certificate of completion for the state-approved Basic Handgun Safety Course or Hunter Safety Course, completed anywhere in Massachusetts within the past 1 (one) year. (Not required for Class D FID card applicants).