

BRIDGEWATER POLICE DEPARTMENT

LTC/FID/MACE Application Instruction Sheet

Applications are processed by **appointment only**. After you have completed the steps required, drop off your completed application at the Bridgewater Police station. Include your supporting documentation with the application:

New Applicants - Basic Firearm Safety or Hunter Safety course Certificate (for an FID or LTC)
- If the LTC is for employment purposes, a letter from your employer.

Renewal Applicants - A copy of the front and back of your FID or LTC

Sgt. Irving or Ofcr. Bailey will contact you at the telephone number provided on your application to schedule an appointment to complete the application process. The non-refundable application fee will be collected at the time of your appointment. **DO NOT** leave the fee with your application.

*****BRING THE FOLLOWING TO YOUR APPOINTMENT*****

All Applicants - If naturalized for citizenship, your Naturalization Certificate must be presented at the time of application.

All Applicants - The application fee

All Applicants - An e-mail address (preferred) or self-addressed stamped postcard (not an envelope)

All Applicants - Proof of residency and photo identification is required, Massachusetts Driver's License, I.D., or voter registration card.

Applicants must be citizens of the United States.

Applicants must reside in the Town of Bridgewater or own a business in the Town of Bridgewater.

Application fees are payable by **CASH, MONEY ORDER, or PERSONAL CHECK** made payable to the Town of Bridgewater.

LTC/FID - \$100.00 (Renewal Applicants 70 years of age or older, there is no charge)

FID - \$25.00 (Applicants under the age of 18)

MACE - \$25.00 (Renewal Applicants there is no charge)

The application fee is nonrefundable if your permit is denied.

Photographs are no longer necessary except for identification purposes

Processing permits takes an average of 4 to 5 weeks for a renewal and 5 to 6 weeks for new applicants.

You will be notified by e-mail (if an address is provided) or by mail when your permit is ready to be picked up. You must pick up your permit in person.

There is a 90 day grace period on the expiration date of your LTC or FID, **only** if you have a renewal application in process prior to the expiration date on your current permit and there is no reason your renewal application should be denied. Simply dropping an application off at the police station is NOT considered in process for purposes of the 90 day grace period.

New Applicants applying for a LTC or FID must complete a Basic Firearm Safety Course or Hunter Safety Course prior to applying. (Not needed for a Mace/Pepper spray Restricted FID)

New Applicants applying for a LTC for employment purposes need to submit a letter from their employer verifying the need for the license.

IMPORTANT!!!

You **must** answer all the questions truthfully. Pay particular attention to **Question # 10**

Have you **ever appeared** in any court as a defendant for any criminal offense (excluding non-criminal traffic offenses)?

- * This includes all adult and juvenile appearances
- * This includes a sealed record. (You do not have to report what is in the sealed record) We will be notified if your sealed record disqualifies you from having an FID card or LTC
- * It does not matter if you were found not guilty or if the charges were dismissed or continued without a finding.
- * Having been arrested and convicted of a crime does not necessarily prohibit you from getting a LTC or FID.