



## **LUDLOW POLICE DEPARTMENT**

### **FIREARMS LICENSING INFORMATION**

This webpage is offered for informational purposes only, not as any definite legal position, guarantee of issuance, or binding legal interpretation by the Ludlow Police Department.

#### **WELCOME TO THE LUDLOW POLICE FIREARMS LICENSING DEPARTMENT**

*(Information on obtaining the necessary forms is provided at the end.)*

In order to accommodate our residents in a timely manner, and to realize our fiscal responsibility to the town, application sessions are available throughout the week by appointment only.

Appointments may be made by contacting our Records and Firearms Department at (413) 583-8305, Ext. 2217 – Lisa and Ext. 2218 – Barbara from Monday through Friday during regular office hours. (8:00 a.m. 4:00 p.m.)

#### **\*\* Saturdays appointments may be scheduled for extenuating circumstances \*\***

- You must be a Ludlow resident or own a business in the Town of Ludlow to be eligible to apply for a firearms license in Ludlow.
- Applicants for a License to Carry must be at least 21 years old.
- Applicants for a Firearms Identification Card must be at least 18 years old.
- A person between the ages of 15 and 18 may apply for an FID card with parental permission written on a form provided by this department.
- All applicants must be U.S. citizens.

#### **STEPS TO FOLLOW WHEN APPLYING FOR A LICENSE:**

##### **1. Firearms Safety Courses:**

The first step before applying for a FID Class C is to take a Hunter Safety Course. For a LTC Class A or a LTC Class B, it is necessary to take a Firearms Safety Course that is approved by the Massachusetts State Police. A certificate of completion will be granted to you upon successful completion of each course.

**PLEASE NOTE:** Anyone who received a LTC Class A, LTC Class B, or FID Class C issued by another town **after October 21, 1998**, **MUST** supply a copy of the Massachusetts State Police Certificate in order to renew in Ludlow. This also applies to every Ludlow resident whose license has expired beyond a two-year period. No safety course is required for the restricted FID Class D permit only.

## **2. Schedule an Appointment:**

Once you have your certificate, you may contact the Firearms Department of the Ludlow PD to schedule an appointment. We will provide further information necessary to complete the process. The initial appointment will take approximately one hour, renewals ½ hour. We will take your photograph here for your permit.

All new applicants will be contacted approximately 6 weeks after the initial appointment. It is your responsibility to then schedule an interview with a Licensing Official of the Ludlow Police Department, after which time, you will be handed your license.

Permits are always picked up in person - we do not mail them.

## **3. Application Fee – Due at Time of Appointment:**

- The application fee is \$100.00 for a License to Carry (LTC Class A or a LTC Class B) or a Firearms Identification Card (FID Class C).
- The application fee for a Firearms Identification Card (FID Class D – chemical propellants only) is \$25.00.
- There is no fee for residents 70 years or older.
- There is no fee for renewing the FID Class D only.

The fees are non-refundable and must be in the form of a money order or bank certified check made out to the *Town of Ludlow*.

All applicants are subject to complete background criminal checks within and outside of Massachusetts, and a set of fingerprints will be submitted to the Massachusetts State Police.

Permits issued will be valid up to 6 years, pending no disqualifying violations.

### **CHANGE OF ADDRESS:**

Written notification must be submitted within 30 days of moving to:

1. Firearms Records Bureau  
Change of Address Section  
200 Arlington Street, Suite 2200  
Chelsea, MA 02150
2. The police department that issued your license, and
3. The police department into the city/town you have moved.

## **FORMS:**

All the necessary forms you need may be obtained at the Ludlow Police Department or accessed by right clicking and opening the hyperlink on the applicable areas below.

## **FIREARMS FORMS AND APPLICATIONS**

**FORMS ARE AVAILABLE BY DOUBLE-CLICKING ON THE FOLLOWING LINK:**



Thank you; and remember, you are always welcome to call us for more information.



CHIEF JAMES J. MCGOWAN  
LUDLOW POLICE DEPARTMENT  
612 CHAPIN STREET  
LUDLOW, MA 01056

(413) 583-8305