



*City of Cambridge
Police Department*

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Robert C. Haas
Police Commissioner

Richard C. Rossi
City Manager

Application Requirements – ORIGINALS ONLY COPIES NOT ACCEPTED

The department will only accept and process License to Carry (LTC) & Firearm Identification Card (FID) applications that are complete. For your convenience this guide is provided to the applicant to bring the required documents when applying for an LTC or FID:

- A utility bill (light, gas, cable, land line phone or lease agreement) in your name.
- Cell phone bills will not be accepted.
- If you cannot provide a utility bill in your name, a typed notarized letter from the person(s) you reside with.
- A Massachusetts driver's license or Massachusetts Identification card displaying your Cambridge address. Temporary licenses will not be accepted.
- A birth certificate or passport.
- If a *Naturalized* citizen please provide the *Naturalization Certificate*.
- Permanent Resident Alien must have a Green Card.
- Original Firearms Safety Certificate *
- 2 Typed letters from References (**non-family**)
- A Typed letter addressed to Deputy DeFrancesco stating your reason for issuance of a LTC/FID

COST and Payment:

LTC/ FID applicants: A non-refundable application fee of \$100.00 **payable by cash or check only.**

***Fees are waived for renewal applicants 70 years of age or older.*

FID applicants under 18 accompanied by a parent or guardian with a letter \$25.00

*FID-Chemical - a one-time fee of \$25.00 - *payable by cash or check only*.*

It is the applicant's responsibility to know the type of license they wish to apply for i.e. Class A, B, C, FID, and FID Chemical:

***All first time LTC/FID applicants - except FID - chemical propellant are required to attend and successfully complete a Firearms Safety Course presented by a certified State of Massachusetts Instructor.**

Hours: First time Applicant(s): Mondays: 2:00pm-3:45pm/5pm-6:45pm, Tuesday – Thursday 2:00-3:45pm. Not available Fridays.

Renewals: Mondays 8:30am-7:00pm, Tuesday – Thursday 8:30am-3:45pm, Friday 8:30 – 11:00am, close at noon.

*** Checks must be drawn on a Massachusetts Bank***

The application process will take up to (8) weeks. If you have any questions, feel free to call (617) 349-3336. *The above licensing requirements for the City of Cambridge may not be reflective of those of other jurisdictions.*

ADDRESS ALL COMMUNICATIONS TO
125 SIXTH STREET, CAMBRIDGE, MASSACHUSETTS 02142

