



CITY OF MELROSE

POLICE DEPARTMENT

MICHAEL LYLE
Chief

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Melrose, Massachusetts 02176
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Instructions for Firearms Licensing Applications

COST- Application processing fees are non-refundable. All checks MUST be PAYABLE TO "CITY OF MELROSE" Only checks or money orders accepted. NO CASH.

All License to Carry and non-restrictive FID cards require a \$100.00 application fee.
FID applicants under the age of 18 the fee is \$25.00

Restricted FID card for Mace and Pepper Spray only needed if 15-17yrs old, Fee is \$25.00. If over 18yrs No License is needed to purchase.

Applicants age 70 or over NO FEE required.

TRAINING CERTIFICATES- License to Carry, All new applicants, must complete a Massachusetts State approved FIREARMS SAFETY training course and provide a course certification (photo copy). Note that active members of the military and National Guard do not need a safety course, (must provide proof of military or guard service).

FID Cards (non-restrictive) require a training certificate from a Hunter Safety Course (photo copy)

Naturalized Citizens must provide documentation of same for a new or a renewal license. If you are NOT a citizen, you will need to show a permanent resident card with number and date that shows residency.

PLEASE SUBMIT THE COMPLETED APPLICATION FORM WITH FEE, COPY OF TRAINING CERTIFICATION AND PROOF OF MELROSE RESIDENCY (utility/tax bill or copy of Mass drivers license required) ALL TOGETHER. DROP OFF AT POLICE STATION LOBBY OR MAIL IN .

APPLICATION PROCESSING: APPLICANTS WILL BE CALLED WITHIN A FEW WEEKS TO SCHEDULE AN APPOINTMENT FOR A PHOTOGRAPH AND FINGERPRINTS. ONLY APPLICANTS WHO HAVE BEEN CALLED WILL BE PROCESSED. The licensing officer will take your photograph, you do not need to provide a photo.

Contact: For questions regarding the firearms licensing procedures, forms or application processing, contact Sgt. Jonathan Goc 781-979-4485 or email at jgoc@cityofmelrose.org

Quality Policing Through Teamwork