



**DANVERS POLICE DEPARTMENT  
CRIMINAL INVESTIGATIONS DIVISION  
FIREARMS LICENSING SECTION  
120 ASH STREET  
DANVERS, MA 01923**

**Firearms Licensing Procedure & Application Instructions**

- Complete the attached application for a new or renewal FID or LTC. Ensure that all questions are answered completely and that writing is legible. Applications that are submitted incomplete will be returned to the applicant and will not be processed until completed.
- Submit your completed application to the desk officer at the police station.
  - **Renewal Applicant:**  
Submit completed application along with a **CHECK** payable to the Town of Danvers.
  - **New Applicant:**  
Submit completed application along with a copy of your **approved safety course certificate** and a **CHECK** payable to the Town of Danvers.
- **IMPORTANT – Application Question #10.** Have you **ever appeared** in any court as a defendant for **any** criminal offense **or** criminal traffic offense? You do not have to put down non-criminal traffic offenses such as speeding or stop sign violations, anything else must be disclosed. The key word is **appeared** not just arrested. Having been charged and convicted of a crime does not necessarily prohibit you from getting a license. Not answering truthfully does. Understand that **ever appeared** includes all adult & juvenile appearances. It does NOT matter if you were found not guilty, if the charges were dismissed, or if you received a continuance without a finding; you have to disclose it. If you do not answer truthfully we will find out, no matter how long ago. If you have a sealed record you must indicate so. We are notified of disqualifiers even from a sealed record. We will not accept “I forgot”, “they told me it would not show up”, or “it never showed up before”. Remember you are signing this application under the penalties of perjury and you will be denied a license for any untruthful answer and face the possibility of court prosecution.
- **IMPORTANT – Application Question “Reason(s) for requesting the issuance of card or license”.** The broad term “All Lawful Purposes” may not be accepted alone. Please explain specifically why you are requesting this license. There are many possible reasons such as home or personal protection, hunting, and target shooting, just to name a few. The All Lawful Purpose licenses no longer exist. Licenses are issued by the state as restricted or not restricted. For the renewal of a license simply write “renewal” in the reason for issuance section.
- All applicants will have prints and photos taken here. You do not have to provide you own photos.
- After your application has been received it will be processed by the firearms licensing section. Once your application has been processed you will be called to schedule an appointment. **DO NOT** call the firearms licensing section seeking an appointment unless you have already been called. When you are called to schedule an appointment you will be informed of any other documentation you will need to provide.
- If you have moved to Danvers you must notify the Firearms Record Bureau of your change of address before you can renew in Danvers. This form is available online or at the police station. Only after the FRB has processed your change of address will you be allowed to proceed with the renewal process.
- If you need additional forms or have further questions please visit the Commonwealth’s website at [www.mass.gov](http://www.mass.gov). Search for firearms registration & laws. This site provides answers to many frequently asked questions, complete laws regarding firearms, as well as forms to download.
- Fees: New or Renewal LTC or FID \$100.00  
Residents over 70 years of age free
- New FID Restricted \$25.00  
Renewal FID Restricted Free