SPRINGFIELD POLICE DEPARTMENT
GENERAL ORDER

G.O. NUMBER:	Revision Date:
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MPAC STANDARDS:	
SUBJECT: **License to Carry Firearms Application Requirements**	

I. POLICY

It is the policy of the Springfield Police Department to process applications for Licenses to Carry Firearms in accordance with Massachusetts General Laws, including M.G.L. c. 140, §§ 121, 121F, 131, and 131P, and all applicable federal law. This policy is intended to establish a fair, consistent, lawful, and transparent process for firearms licensing while protecting public safety and the rights of qualified applicants. The Superintendent of the Springfield Police Department, as Department Agency Head and licensing authority, shall issue a License to Carry Firearms to an applicant who satisfies the statutory requirements, is not a prohibited person, and is not determined unsuitable under M.G.L. c. 140, § 121F. An otherwise qualified applicant shall not be denied a License to Carry Firearms based solely on the absence of a special need, good reason, proper purpose, occupational purpose, or reason to fear injury to person or property.

II. GENERAL GUIDELINES

A. The Department shall process all License to Carry Firearms applications in accordance with M.G.L. c. 140, §§ 121, 121F, 131, and 131P.

B. A License to Carry Firearms shall be issued when the applicant:
   1. Is eligible to apply under Massachusetts law;
   2. Submits a complete application;
      a. An online application is the preferred method of submission.
   3. Provides the required basic firearms safety certificate with Live-Fire component, and/or Live-Fire certificate, unless exempt by law;
   4. Is not prohibited from possessing firearms under state or federal law;
   5. Is not determined unsuitable under M.G.L. c. 140, § 121F; and
   6. Completes any required initial personal interview.

C. The Department shall not impose local license categories or restrictions such as “Target and Hunting,” “Sporting,” “Employment/Occupational,” or similar classifications as a substitute for the statutory licensing standard.

D. The issuance of a License to Carry Firearms authorizes only those activities permitted

by Massachusetts and federal law. It does not authorize any possession, purchase, transfer, storage, transportation, or carrying of firearms, ammunition, feeding devices, or other regulated items in violation of law.

III. LICENSING AUTHORITY AND DELEGATION OF AUTHORITY

A. The Superintendent of the Springfield Police Department is the Department Agency Head and serves as the Department's licensing authority for the issuance, denial, suspension, revocation, and reinstatement of Licenses to Carry Firearms.

B. Pursuant to M.G.L. c. 140, § 121, the term "licensing authority" includes the chief of police, or officer having control of the police in a city or town, or persons authorized by them.

C. The Superintendent may designate sworn or civilian Department personnel to perform firearms licensing functions on behalf of the Department. The Superintendent has designated;

1. Deputy Chiefs,
2. Captains,
3. Civilian Clerk's Office Manager, or
4. Any other department member trained to function in such a capacity.

D. The Superintendent, or designee, may perform administrative, investigative, review, processing, and licensing functions related to firearms licensing, including but not limited to:

1. Receiving applications;
2. Reviewing applications for completeness;
3. Conducting or coordinating applicant interviews;
4. Conducting or coordinating background inquiries;
5. Reviewing statutory disqualifiers and suitability information;
6. Requesting additional lawful documentation when necessary;
7. Preparing written recommendations;
8. Issuing licenses when authorized;
9. Preparing written notices of approval, denial, suspension, revocation, or reinstatement;
10. Processing renewals, suspensions, revocations, reinstatements, and related licensing actions; and
11. Performing other duties necessary to comply with Massachusetts and federal firearms licensing laws.

E. Any designation of authority shall be documented by the Department and shall identify the authorized position or individual, the scope of authority granted, and any limitations on that authority.

F. Personnel acting as designees shall apply the standards outlined in Massachusetts law and this policy. No designee shall act in a manner inconsistent with law, this policy, or the written direction of the Superintendent.

G. The Superintendent retains oversight responsibility for the Department's firearms licensing process. Designation of licensing functions shall not relieve the Department of its responsibility to ensure that licensing decisions are lawful, consistent, and properly documented.

H. The Superintendent, or designee, shall maintain records sufficient to identify the personnel involved in each significant licensing action, including application review, interview, background review, suitability determination, issuance, denial, suspension, revocation, and reinstatement.

IV. APPLICATION REQUIREMENTS

A. An applicant for a License to Carry Firearms must be at least 21 years of age.

B. An applicant must be one of the following:

1. A lawful resident residing within the City of Springfield;
2. A law enforcement officer employed by the Springfield Police Department; or
3. A person otherwise eligible to apply under M.G.L. c. 140, § 131.

C. The applicant shall submit a completed application on the form prescribed by the Commonwealth.

D. The applicant shall provide proof of identity, age, and lawful residency or other eligibility to apply.

E. The applicant shall provide proof of citizenship, e.g., birth certificate, passport, passport card, naturalization, or green card.

F. The applicant shall provide proof of Springfield residency, unless applying as a law enforcement officer employed by the Springfield Police Department or otherwise exempt by law. Two (2) forms of acceptable proof may include a Massachusetts driver's license or identification card with a Springfield address, utility bill, lease agreement, or other documentation accepted by the Superintendent or designee.

G. The applicant shall submit a basic firearms safety certificate meeting the requirements of M.G.L. c. 140, § 131P, unless exempt by law.

H. The applicant shall pay the application or renewal fee required by law. Fees are non-refundable unless otherwise required by law. The only accepted forms of payment are check or money order**,** delivered in person to the Clerk's Office or the locked drop box of the licensing agency.

I. Upon receipt of a completed application, the Superintendent, or designee, shall provide the applicant with a receipt containing the information required by law.

J. For an initial application, the Superintendent, or designee, shall conduct a personal interview with the applicant.

K. The Superintendent or designee shall conduct, or cause to be conducted, all required state and federal background inquiries.

L. The Superintendent, or designee, shall approve or deny a completed application within the time required by law. A denial shall be issued in writing and shall state the reason for the denial.

V. PROHIBITED PERSONS

A. The Superintendent, or designee, shall deny an application if the applicant is prohibited from possessing firearms under Massachusetts or federal law.

B. A prohibited person includes, but is not limited to, a person who has been convicted or adjudicated as a youthful offender or delinquent child for:

1. A felony;
2. A misdemeanor punishable by imprisonment for more than two years;
3. A violent crime as defined by M.G.L. c. 140, § 121;
4. A firearms or ammunition offense for which imprisonment may be imposed;
5. A violation of any law regulating controlled substances, including M.G.L. c. 94C or any substantially similar law of another jurisdiction; or
6. A misdemeanor crime of domestic violence as defined by federal law.

C. An applicant shall also be denied if prohibited due to any disqualifying mental health, alcohol use disorder, substance use disorder, guardianship, conservatorship, protection order, harassment prevention order, extreme risk protection order, outstanding warrant, immigration status, dishonorable discharge, or other condition that prohibits possession under Massachusetts or federal law.

D. The Superintendent, or designee, shall rely on current Massachusetts and federal law when determining whether a disqualifying condition applies.

VI. SUITABILITY

A. In addition to determining whether an applicant is prohibited by law, the Superintendent, or designee, shall determine whether the applicant is suitable to be issued or to continue to hold a License to Carry Firearms.

B. A determination of unsuitability shall be based on reliable, articulable, and credible information that the applicant or licensee has engaged in behavior suggesting that issuance or continued possession of a License to Carry Firearms may create a risk to public safety or a danger to self or others.

C. Suitability information may include, but is not limited to:

1. Police reports and incident reports;
2. The facts and circumstances underlying prior incidents;
3. Violence, threats of violence, intimidation, or reckless conduct;
4. Domestic violence incidents;
5. Substance abuse-related conduct or repeated alcohol-related incidents;
6. Mental health-related information lawfully available to the licensing authority;
7. Violations of firearms laws or unsafe firearms practices;
8. Prior license suspensions, revocations, denials, or violations; and

9. Any other reliable, articulable, and credible information relevant to public safety or danger to self or others.

D. Arrests, dismissed charges, sealed records, or other non-conviction information shall not be treated as automatic disqualifiers. Such information may be considered only to the extent permitted by law and only where the underlying facts are relevant to suitability.

E. If an application or renewal is denied based on unsuitability, the Superintendent, or designee, shall notify the applicant in writing of the specific reasons for the determination.

VII. LICENSE ISSUANCE

A. If the application is eligible under Massachusetts law, has submitted a complete application, has provided the required training certificate or proof of exemption, is not a prohibited person, and is not determined unsuitable. All applications shall be submitted to the Firearms Records Bureau (FRB) for final records review. No license shall be issued unless the Colonel of the State Police, through the FRB, certifies that available information does not indicate that issuance would violate state or federal law. Following FRB certification, the licensing authority shall either approve the application and authorize issuance of the LTC or FID, or deny the application and notify the applicant in writing of the reason for denial, in accordance with MGL c. 140, § 121F.

B. A License to Carry Firearms shall remain valid for the period established by law unless suspended or revoked.

C. The licensee shall comply with all Massachusetts and federal laws governing firearms, ammunition, feeding devices, storage, transportation, possession, purchase, transfer, and carrying.

D. A licensee shall report any change of address through the electronic firearms registration system administered by the Department of Criminal Justice Information Services within the time required by law.

VIII. SUSPENSION OR REVOCATION

A. The Superintendent shall suspend or revoke a License to Carry Firearms when required by law.

B. The Superintendent may suspend or revoke a License to Carry Firearms upon a determination that the licensee has become prohibited, is unsuitable, or has violated applicable firearms law.

C. A suspension or revocation shall be issued in writing and shall state the reasons for the action.

D. The Superintendent, or designee, shall forward notices of suspension or revocation as required by law.

E. A suspended or revoked license may be reinstated only after the termination of all disqualifying conditions and review by the Superintendent, or designee.

F. During the pendency of any investigation or legal proceeding related to a suspension

or revocation, the license shall remain suspended unless otherwise ordered by a court or required by law.

IX. APPEALS

A. An applicant or licensee aggrieved by a denial, suspension, or revocation may seek judicial review in accordance with M.G.L. c. 140, § 121F.

B. Written notices of denial, suspension, or revocation shall inform the applicant or licensee of any appeal rights required by law.

X. RECORDKEEPING

A. The Superintendent, or designee, shall maintain records of applications, receipts, fees, training certificates, issued licenses, denials, suspensions, revocations, reinstatements, and related licensing actions as required by law and applicable records retention requirements.

B. Licensing records shall be maintained in accordance with Massachusetts law, Department policy, and the requirements of the Department of Criminal Justice Information Services.

XI. REVIEW

A. This policy shall be reviewed periodically and updated as necessary to remain consistent with Massachusetts law, federal law, court decisions, and guidance issued by the Commonwealth.

B. Any prior Department policy, practice, form, or instruction inconsistent with this policy is superseded to the extent of the inconsistency.

Lawrence E. Akers
Police Superintendent

LEA/bgb