



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

**Firearms Licensing Procedure & Application Instructions**

- A list of available licensing dates and hours may be found on our website, [www.danverspolice.com](http://www.danverspolice.com), posted in the **station lobby** or by calling **978-774-1213 x6**. Applicants may come to the station at any time during posted hours. **Appointments are not issued.** As emergency situations arise availability may change. Check one of the above sources for updates before coming to the police station.
- Applicants should arrive with their application form completed and all necessary documents as explained below:
  - **New Applicant:**  
Complete application, appropriate approved **safety course certificate** and a **check** payable to the Town of Danvers. New applicants are required to provide **2 forms of identification** and **1 proof of residency document**.
  - **Renewal Applicant already licensed by Danvers:**  
Complete application and a **check** payable to the Town of Danvers. Applicants are required to provide **1 form of identification** and **1 proof of continued residency document**.
  - **Renewal Applicant whose license is currently issued by another city or town:**  
Complete application and a **check** payable to the Town of Danvers. Applicants are required to provide **2 forms of identification** and **1 proof of residency document**. Your **change of address form** must have already been received by this department and the Firearms Records Bureau.
- **Identification Documents:** 1<sup>st</sup> is always the Massachusetts drivers license. The 2<sup>nd</sup> form of ID is a passport, birth certificate or Military ID. Two forms of ID are used to verify spelling and that the firearms license is issued under the applicant's legal name. Expired ID cards and Temporary MA driver's licenses are not accepted.
- **Proof of Residency Documents:** A Town of Danvers issued property tax, motor vehicle excise tax, electric or water/sewer bill or a lease agreement from a commercial apartment community. Only 1 document is required.
- **Fees:** New or Renewal LTC or FID - \$100.00  
FID for applicants at least 15 years old but younger than 18 years old - \$25.00  
Residents over 70 years old who are renewing a current license - Free  
Residents over 70 years old who are 1<sup>st</sup> time applicants or applying for a new license type pay the full fee
- **IMPORTANT – Application Question #5.** Have you **ever appeared** in any court as a defendant for **any** criminal offense **or** criminal traffic offense? You do not have to report non-criminal traffic offenses such as speeding or stop sign violations, anything else must be disclosed. The key word is **appeared** not just arrested. **Ever appeared** includes all adult & juvenile appearances. It does NOT matter if you were found not guilty, the charges were dismissed, or if you received a continuance without a finding; you must disclose it. Having been charged and convicted of a crime does not necessarily prohibit you from getting a license. Not answering truthfully does. 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". You are signing the application under the penalties of perjury and you may be denied a license for any untruthful answer and face the possibility of court prosecution.
- If you answered **YES** to any of the questions 2-15. Provide a complete explanation. An explanation includes dates, reporting police departments, courts where cases were heard, the nature of the allegation and disposition of the charge – for each charge or protection order. Applicants who have difficulty recalling their criminal history may consider requesting a copy of their criminal history from the Commonwealth prior to submitting their application to ensure accuracy.
- **IMPORTANT – Application Question "Reason(s) for requesting the issuance of card or license"**. The broad term "All Lawful Purposes" may not be accepted alone. Explain specifically why you are requesting an unrestricted license. The old 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.
- 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.