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**DEPARTMENTAL AND INTER-DEPARTMENTAL  
CORRESPONDENCE**

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City of Springfield

<b>GO:</b>	<b>19-006B</b>	<b>DATE: 07/12/22</b>
<b>TO:</b>	<b>ALL COMMANDING OFFICERS</b>	
<b>CC:</b>	<b>DEPUTY CHIEF WILLIAM COCHRANE DEPUTY CHIEF STEVEN KENT DEPUTY CHIEF RUPERT DANIEL SENIOR CAPTAIN TRENT DUDA</b>	
<b>SUBJECT:</b>	<b>LICENSE TO CARRY FIREARMS APPLICATION REQUIREMENTS</b>	

**I. POLICY**

- A. It shall be the policy of the Springfield Police Department to issue Licenses to Carry Firearms (LTC) in such a manner that the safety of the public and the licensees are protected.
- B. The criteria in this policy are intended to provide LTC applicants with an informed expectation of the likelihood of obtaining an LTC.

**II. GENERAL GUIDELINES**

- A. In order to ensure such safety, the department shall issue said permits in strict accordance with Massachusetts General Laws, (MGL) c. 140, § 131. Per Mass. Gen. Laws c. 140 § 131, the Police Superintendent is the licensing authority for the City of Springfield and is granted discretionary authority in the issuance of said licenses upon the determination of being "suitable" and not a "prohibited" person. Furthermore, the Superintendent of the Springfield Police Department reserves the right to exercise their discretion to deny an application for a LTC regarding unsuitability or as a prohibited person.
- B. An applicant who is neither a "prohibited person" or "unsuitable" must be issued an unrestricted license to carry.

**III. APPLICATION REQUIREMENTS**

- A. All applicants must be at least 21 years of age,
- B. Per Massachusetts General Laws c. 140, § 131 (d), the following are eligible to obtain a LTC from the Springfield Police Department: any person residing or having a place of business within the City of Springfield or any Police Officer currently employed by the City of Springfield.
- C. All applicants for an LTC must successfully complete, with certification, a Massachusetts State Police-approved Firearms Safety Course that includes a live fire component. Check online at [www.goal.org](http://www.goal.org) or [www.nrainstructors.org](http://www.nrainstructors.org) to find a certified training program.

- D. There is a \$100 application fee for a Firearm ID (FID) or a LTC and all fees are non-refundable. All payments are due at the time of application.
- E. Applicants must submit the following items:
  - 1. A completed application form (obtainable from the Springfield Police Department);
  - 2. A copy of your Birth Certificate (if you are a citizen by birth), a U.S. passport, Naturalization Papers, or Permanent Resident Card, whichever is applicable;
  - 3. Proof of Springfield residence, MA driver's license or ID with a valid Springfield address, a utility bill (Electric, Gas, Land Phone Line, or Lease Agreement).
  - 4. Copies of the certificates you have received from applicable training course(s)
- F. The Springfield Police Department reviews the application and conducts a thorough criminal background investigation.
- G. Applicants will be notified by mail if an application is rejected.

IV. **PROHIBITED PERSONS;** If the applicant falls into one of these categories, they must not be issued a license to carry

- A. Under c. 140, § 131, in order to be eligible for an LTC the applicant may not have ever been convicted in any court of the Commonwealth or any other state or federal jurisdiction for:
  - 1. A felony;
  - 2. A misdemeanor punishable by more than 2 years;
  - 3. A violent crime as defined in c. 140 § 121;
  - 4. A violation of any law involving weapons or ammunition for which a term of imprisonment may be imposed;
  - 5. A violation of any law regulating controlled substances as defined in section 1 of chapter 94C including, but not limited to, a violation of said chapter 94C;
  - 6. A misdemeanor crime of domestic violence as defined in 18 U.S.C. 921(a)(33);
- B. A conviction is a finding of guilty for an adult or an adjudication of delinquency in the case of a juvenile. Also note, MGL. Chapter 140 Section 131 Defines a "Conviction" as a finding or verdict of guilt, or a plea of guilty, whether or not final sentence is imposed;
- C. Applicants are also ineligible if they are currently the subject of an outstanding arrest warrant in any state or federal jurisdiction or a permanent temporary domestic restraining order.
- D. Applicants are disqualified under federal law to possess firearms or ammunition pursuant to 18 U.S.C. § 922(g) (1). That section states "it is unlawful for any person who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one (1) year to possess in commerce, any firearms or ammunition." Further, 18 U.S.C. § 921 (a) (20) makes it clear that any Massachusetts offense classified as a misdemeanor carrying a prison term of longer than two (2) years is a disqualifying conviction under federal law. M.G.L. chapter 140 sections 129B and 131(g) provide that any persons

prohibited by either Massachusetts or Federal laws are prohibited from having an F.I.D. or L.T.C.

V. **SUITABILITY.**

- A. A "suitable person" has been defined as an individual who is sufficiently responsible to be entrusted with a license to carry firearms. Under the suitability provision of Massachusetts General Laws c. 140, § 131 (d), the licensing authority is permitted to and may consider all information available from all sources, including but not limited to the following: incident reports, the underlying facts of any incidents, dismissed criminal charges, sealed records, pardoned offenses, evidence of volatile relationships, suppression of evidence in any criminal prosecution, the lack of compliance with firearm laws, any arrest for a misdemeanor punishable by imprisonment for more than two years, any felony arrest and any arrest involving physical violence or threats to commit physical violence, any domestic violence incident, any drug arrest and/or any alcohol or drug related OUI or multiple minor alcohol related arrests or convictions.
- B. The licensing authority may deny the application or renewal of a license to carry, or suspend or revoke a license issued if, in a reasonable exercise of discretion, the licensing authority determines that the applicant or licensee is unsuitable to be issued or to continue to hold a license to carry. A determination of unsuitability shall be based on:
  - 1. Reliable and credible information that the applicant or licensee has exhibited or engaged in behavior that suggests that, if issued a license, the applicant or licensee may create a risk to public safety; or
  - 2. Existing factors that suggest that, if issued a license, the applicant or licensee may create a risk to public safety.
  - 3. Any denial of a license based on unsuitability or otherwise must be conveyed with a written notice to the applicant or licensee that explains the specific reasons for the denial. G.L. c. 140, § 131(d), (e).

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**Cheryl C. Clapprood**  
**Police Superintendent**