

# New Applicants

New License to Carry (LTC) applicants must have completed an approved firearms safety course. New Firearms Identification Card (FID) applicants must have completed an approved basic hunter safety course. Active and Reserve Military members do not need to complete the safety course but must bring a military ID at the time of their appointment. If born outside of the United States, you will be required to bring your original green card or certificate of naturalization at the time of your appointment.

You must have the following items with you at the time of your appointment.

## **FAILURE TO BRING ANY OF THE BELOW LISTED ITEMS WILL RESULT IN YOUR APPOINTMENT BEING RESCHEDULED.**

- Commonwealth of Massachusetts Firearms Safety Course Certificate
- Copy of current driver's license
- Proof of address - A recent utility bill, cell phone bill, or another official document with name proving residency
- Copy of Social Security Card
- A bank check, personal check, or money order in the amount of \$100.00
  - Make check payable to "*The City of Holyoke*"
  - Cash will NOT be accepted
- Two typed letters of reference with original signatures
  - Cannot be a relative
- A completed application with original signature. Photocopies will not be accepted.

At the time of your appointment, you will also be required to bring a valid MA driver's license or state ID (please be sure the RMV has your current address before your appointment). If born outside of the United States, you must bring your original Green Card or Certificate of Naturalization. Your fingerprints will also be taken at the time of your appointment. Your LTC or FID will normally arrive at the Holyoke Police Department in 2 – 3 months, at which time you will receive a phone call to pick it up at our Records Bureau.

If you have any questions, please email the Firearms Division at [permits@holyokepd.org](mailto:permits@holyokepd.org)

# Renewals

Renewals should be done 2 – 3 months before the current license expires. As long as the application is received before the current LTC or FID's expiration date, the grace period is indefinite. Please mail in your completed application (which can be found on the state's website listed below), proof of residency such as a utility bill or valid vehicle registration, along with a check or money order (fees listed below) payable to the "City of Holyoke". Once we receive your packet, we will process your permit. Your LTC or FID will normally arrive at the Holyoke Police Department in 2 – 3 months, at which time you will receive a phone call to pick it up at our Records Bureau. Please note, incomplete packets may be returned.

If you have any questions, please email the Firearms Division at [permits@holyokepd.org](mailto:permits@holyokepd.org)

Renewal Application should be mailed to:

Holyoke Police Department  
c/o Firearms Licensing  
138 Appleton St.  
Holyoke, MA 01040

## Mace

You no longer need to have a permit to carry mace/pepper spray at the age of 18.

## Fees

- New or renewal LTC age 21-69 = \$100.00
- Renewal LTC age 70+ = No charge
- New or renewal FID age 18-69 = \$100.00
- Renewal FID age 70+ = No charge
- New FID or LTC age 70+ = \$100.00
- New FID age 15-17 = \$25.00 (Guardian must be at the appointment and a parental consent form must be notarized)

**Note:** Only checks or money orders are accepted as payment methods and should be made payable to the City of Holyoke.

We are no longer able to perform name changes on LTCs or FIDs. To change your name or address please click on the link below and follow the instructions.

More information including course locations and applications can be found at Mass.gov - <https://www.mass.gov/firearms-services>