



## CITY OF MELROSE

## POLICE DEPARTMENT

**MICHAEL LYLE**  
*Chief*

56 West Foster Street  
Melrose, Massachusetts 02176  
Telephone - (781) 665-1212  
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### **Instructions for Firearms Licensing Applications**

**COST-** Application processing fees are non-refundable. All checks MUST be PAYABLE TO "CITY OF MELROSE" Only checks or money orders accepted. NO CASH.

All License to Carry and non-restrictive FID cards require a \$100.00 application fee.  
FID applicants under the age of 18 the fee is \$25.00

Restricted FID card for Mace and Pepper Spray only needed if 15-17yrs old, Fee is \$25.00. If over 18yrs No License is needed to purchase.

Applicants age 70 or over NO FEE required.

**TRAINING CERTIFICATES- License to Carry,** All new applicants, must complete a Massachusetts State approved FIREARMS SAFETY training course and provide a course certification (photo copy). Note that active members of the military and National Guard do not need a safety course, (must provide proof of military or guard service).

**FID Cards** (non-restrictive) require a training certificate from a Hunter Safety Course (photo copy)

**Naturalized Citizens** must provide documentation of same for a new or a renewal license. If you are NOT a citizen, you will need to show a permanent resident card with number and date that shows residency.

**PLEASE SUBMIT THE COMPLETED APPLICATION FORM WITH FEE, COPY OF TRAINING CERTIFICATION AND PROOF OF MELROSE RESIDENCY (utility/tax bill or copy of Mass drivers license required) ALL TOGETHER. DROP OFF AT POLICE STATION LOBBY OR MAIL IN .**

**APPLICATION PROCESSING:** APPLICANTS WILL BE CALLED WITHIN A FEW WEEKS TO SCHEDULE AN APPOINTMENT FOR A PHOTOGRAPH AND FINGERPRINTS. ONLY APPLICANTS WHO HAVE BEEN CALLED WILL BE PROCESSED. The licensing officer will take your photograph, you do not need to provide a photo.

**Contact:** For questions regarding the firearms licensing procedures, forms or application processing, contact Sgt. Jonathan Goc 781-979-4485 or email at [jgoc@cityofmelrose.org](mailto:jgoc@cityofmelrose.org)

***Quality Policing Through Teamwork***