



Merrimac Police Department



2 Jana Way
Merrimac, Massachusetts 01860

Tel: 978-346-8321
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Eric M. Shears
Chief of Police

Firearms Licensing Guide

Dear Applicant,

This letter is to assist you in obtaining your firearms license (and renewal) through the Merrimac Police Department. The following is a brief overview of what the process entails.

- 1) Please contact the Dispatcher, via phone 978.346.8321 to book your appointment, or email Administrative Assistant, Mrs. Joelle Mather at jmather@merrimacpolice.org with your name and preferred appointment time. Appointments will be scheduled with Officer Stephen M. Ringuette. Current appointment hours will be held on Thursday's from 12:00pm-4:00pm. There will be one evening session available from 3:00pm- 7:00pm, typically the last Thursday of the month. Please check for availability as the evening hours may adjust based on Holiday's. Mrs. Mather is in the office on a part time basis; please allow 1-2 business for emails to be returned.

Please make note that the license renewal process must be started prior to the expiration of your current license, in order to remain valid for an indefinite grace period.

*The grace period is **only** valid in Massachusetts.*

- 2) When you arrive for your appointment, please have with you the following items:
 - ✓ Massachusetts driver's license (or other valid proof of residency)
 - ✓ For new applicants, certificate of basic firearms safety course or hunter safety course.
 - ✓ A completed Massachusetts LTC application.
www.mass.gov
 - ✓ A check or money order for the license fee made out to the **Town of Merrimac** for the following amounts:
 - LTC or FID - \$100.00
 - FID (under 18 years old) - \$25.00
 - Renewal for retired LEO - \$25.00
 - Renewal for over 70 years of age - \$0.00

Once your application is complete, the license process requires that a Department of Mental Health check, an Automatic Fingerprint Identification Search (AFIS) and a background check be completed. This process may take in excess of several weeks depending on the volume of applications that the state processes. If there is an issue with the application, you will be notified to return to the Merrimac Police Department to discuss further. Once your license has been processed, a card printed by the Firearms Record Bureau will be sent to the Merrimac Police Department and you will be notified by phone to come to the station for pick up at the dispatch desk.

If you have any other questions or concerns about the licensing process, please feel free to contact the Department at 978.346.8321.

Sincerely,
Eric M. Shears
Chief of Police