



Mitt Romney  
Governor

Kerry Healey  
Lieutenant Governor

*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety*  
*Criminal History Systems Board*  
*200 Arlington Street, Suite 2200*  
*Chelsea, Massachusetts 02150*  
[www.mass.gov/chsb](http://www.mass.gov/chsb)

Tel: (617) 660-4600  
Fax: (617) 660-4613  
TTY Tel: (617) 660-4606

Edward A. Flynn  
Secretary

Barry J. LaCroix  
Executive Director

Dear Applicant:

This letter and attached checklist are being provided to you so that your petition for review by the Firearm Licensing Review Board ("FLRB") pursuant to Chapter 150 of the Acts of 2004, may be processed and reviewed as efficiently as possible.

It is important that you understand that the FLRB has the authority to review only misdemeanor convictions, and that the FLRB may not review convictions for:

- a) a felony;
- b) an assault or battery on a family or household member, or a person with whom you have had a substantive dating relationship, as defined by G.L. c. 209A, § 1;
- c) a crime involving use, possession, ownership, transfer, purchase, sale, lease, rental, receipt or transportation of weapons or ammunition for which a term of imprisonment may be imposed;  
or
- d) a crime regulating the use, possession or sale of controlled substances.

In addition, an individual may not apply for review until after the passage of five (5) years since conviction or release from supervision, whichever is last occurring. Furthermore, multiple convictions may be reviewed only if they arise from a single incident. Please be advised that the FLRB will review your criminal history as a result of the filing of this petition.

Should your petition be eligible for review, you will be notified in writing of a hearing date. At the hearing you will have the opportunity to appear and/or submit documentary evidence in support of your petition. The FLRB requests that you submit all documents that you wish it to consider prior to the hearing date to ensure a timely review. As required by the statute, you will bear the burden of proving by clear and convincing evidence that you are a suitable person to receive a firearm identification (FID) card or a license to carry (LTC). While it is not necessary to retain the services of an attorney to represent you at the hearing, you should feel free to do so if you so choose.

Please note that if your petition is successful, and the FLRB determines that you are a suitable candidate for a LTC or FID card relative to the misdemeanor conviction, you must still apply to your local police chief for the LTC or FID card. In the case of a LTC, the final decision on whether or not to issue a license rests with the chief.

Enclosed please find a checklist of items to include with your petition. Please be sure to have your signature notarized. Should you have any questions regarding this application or the supporting documentation, please contact the Criminal History Systems Board at 617-660-4780, or visit our web site at [www.mass.gov/chsb/frb](http://www.mass.gov/chsb/frb) for more information.

Sincerely,

Barry LaCroix  
Executive Director

**Petition for Review by the Firearm Licensing Review Board**

Pursuant to Chapter 150 of the Acts of 2004, you may petition the Firearm Licensing Review Board (FLRB) to determine whether you are eligible and suitable for a license to carry or firearm identification card relative to your misdemeanor conviction.

All petitions should be mailed to the Firearm Licensing Review Board, Criminal History Systems Board (CHSB), 200 Arlington Street, Suite 2200, Chelsea, MA 02150.

Individual making the petition:

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Other: \_\_\_\_\_

YOU WILL NEED TO HAVE YOUR SIGNATURE NOTARIZED PRIOR TO SIGNING

I hereby attest that the information provided is true and accurate.

\_\_\_\_\_  
Petitioner's Signature

**AUTHENTICATION OF SIGNATURE BY NOTARY PUBLIC**

\_\_\_\_\_, SS.

The above-named \_\_\_\_\_, appeared before me, the undersigned authority, this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ and acknowledge the foregoing signature to be made of his or her own true free act and deed.

\_\_\_\_\_  
Notary public

\_\_\_\_\_  
My commission expires

**Checklist for Petition  
Firearm Licensing Review Board**

To file a petition with the Firearm Licensing Review Board, please forward the information requested below. Please return this list, along with all requested documents, to the:

Firearm Licensing Review Board  
Criminal History Systems Board  
200 Arlington St., Suite 2200  
Chelsea, MA 02150

**Required:**

- |   | <b>Enclosed:</b> |           |
|---|------------------|-----------|
|   | <b>Yes</b>       | <b>No</b> |
| 1. A copy of a completed application for either a firearm identification (FID) card, or a license to carry (LTC). |                  |           |
| 2. Check or money order for \$100.00 made payable to the Commonwealth of Massachusetts.                           | <b>Yes</b>       | <b>No</b> |

**Optional:**

- |  |            |           |
|--|------------|-----------|
| 3. A written statement, including specific proof and/or examples that show by clear and convincing proof your suitability to possess a FID or LTC.   | <b>Yes</b> | <b>No</b> |
| 4. A <b>certified</b> copy of the criminal conviction(s) that disqualifies you from being eligible to have a FID or LTC (you can obtain this from the trial clerk's office of the courthouse in which you were convicted).   | <b>Yes</b> | <b>No</b> |
| 5. A list of witnesses, if any, that you plan on calling at the hearing to testify, specifying each witness' full name, address and date of birth.   | <b>Yes</b> | <b>No</b> |
| 6. The hearing will be digitally recorded. Please indicate if you will be requesting the services of a stenographer to produce a verbatim transcript (petitioner is responsible for cost).   | <b>Yes</b> | <b>No</b> |
| 7. You may also include additional information, including certificates of training or education that you believe may be important for the FLRB to consider (i.e. firearm safety courses) along with your petition. In order to meet the evidentiary requirements at the hearing you will need to ask that the keeper of the records authenticate that the documents are true and accurate and kept in the usual course of business.                              | <b>Yes</b> | <b>No</b> |
| 8. Arrest report: you may obtain a copy of the arrest report from the police department that investigated the case. You will need to ask that the police department certify that the report is an official business record pursuant to G.L. c. 233 § 78. The police department may need to redact information that is confidential by statute prior to giving you the report. This documentation is important if you have been convicted of assault and battery. | <b>Yes</b> | <b>No</b> |

9. Abuse Prevention Order (Restraining Order): you may wish to obtain a copy of the restraining order from the courthouse in which the restraining order was issued. This documentation is important if you have been convicted of assault and battery. **Yes** **No**