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CHIEF

Office of Chief
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Temporary Change to the LTC/FID Process

Procedural Changes in Response to the COVID-19 Pandemic

Planning to renew your LTC or apply for a new license? Please note the following temporary changes to our process (until further notice):

IF YOU NEED TO RENEW YOUR LTC/FID:

1. Complete the 4 page LTC Renewal Application.
2. Drop off your completed application **INCLUDING** a check/money order (\$100.00) paid to the City of Beverly. Reminder: if you are over 70, the renewal application fee is waived.
3. Please make sure to sign and date the application.

Once your completed application is received, our Firearms Licensing Lt. Michael Sungy will process and submit your application. You will not be required to schedule an appointment to get your updated photo taken. The application will be processed with an existing photo on file. Again, please ensure that your 4 page application is completed, signed, and dated.

IF YOU'RE APPLYING FOR A NEW LTC/FID:

All new firearms applications are ON HOLD at this time. You can still drop off your completed LTC/FID application along with a copy of your Firearms Safety Certificate; however, appointments will **NOT** be scheduled until further notice.