



BERKLEY POLICE DEPARTMENT
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CHIEF OF POLICE

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Re: LTC New Applicants

Massachusetts Governor Charlie Baker has announced the loosening of restrictions in regards to his COVID-19 State of Emergency as the percentage of Massachusetts positivity rates continue to decline.

The Berkley Police Department is scheduling appointments for new LTC applications. To schedule an appointment, applicants must have a completed LTC application form as well as a certificate of completion for an approved firearms safety course. Blank LTC application forms can be found at www.mass.gov In the search bar, type, "LTC Application". The completed application and firearms safety certificate should be mailed to: Berkley Police Department, 3 North Main Street Berkley MA 02779. Completed applications may also be delivered to the Berkley Police Department and placed inside of the mailbox located by the front door. Do not include any form of payment with your application, payment will be sought during the interview process, as described below. Walk-in appointments will not be accepted as the Town of Berkley continues to be classified as a *red*, high-risk community by the Massachusetts Department of Public Health.

The process for obtaining an in-person appointment is as follows:

- 1) Upon receipt of the completed application, the Berkley Police Department will enter the application directly into the State provided MIRCS LTC processing portal from the submitted application.
- 2) The Berkley Police Department will contact the applicant by calling the telephone number provided on the application to schedule an in-person appointment. Appointments will only be scheduled after receipt of a completed application, submitted in one of the accepted ways described above.

What to expect at the In-Person Appointment?

- a) If you are feeling ill on the day of the appointment or suspect you have had contact with a COVID-19 Positive individual, call from home to postpone your appointment. The Berkley Police Department will give priority to rescheduling interviews for applicants whose appointments have been postponed for this reason.

b) On the date and time of the scheduled appointment, Call the Berkley Police Department at (508) 822-7040 to let us know you have arrived. The applicant may be given further instructions. The Berkley Police Department reserves the right to implement additional health and safety protocols consistent with State guidelines.

c) At the time of the appointment, the Berkley Police Department will check your temperature electronically. For the safety of the applicant and police personnel, face masks are mandatory with no exceptions. Additional PPE may be required and will be provided by the BPD.

d) You will be required to sign the typed application and fingerprint card provided to you by the BPD.

e) You will be fingerprinted on a state provided ten-print card during your appointment. For the safety of both the applicant and police personnel, fingerprints will be obtained either outdoors or in the garage area depending on weather conditions.

f) Finally, the applicable application fee of \$100.00 will be collected in order for the application to be submitted to the Commonwealth of Massachusetts for processing.

g) Upon approval, License to Carry permits will be mailed back to the applicant.

This process has been developed to encourage social distancing as well as minimizing to the extent possible person to person contact in an effort to prevent the spread of the COVID-19 Virus while still complying with Massachusetts State of Emergency orders.

The above process does not apply to License to Carry renewals. Renewals will continue to be processed as they have throughout the duration of the pandemic. Renewals will be processed completely by mail with no in-person contact required.

The Berkley Police Department appreciates your understanding and patience during these trying and unprecedented times. Together we can work through the pandemic to provide necessary services while minimizing risks to residents and employees alike.

Respectfully;



Chief Scott Labonte

Berkley Police Department