

# *Hadley Police Department*

## *Firearms Licensing Application Information*

1. A non-refundable \$100 fee must be paid (cash or check) at the Town Clerk's Office at the Hadley Town Hall, 100 Middle St, Hadley, MA. They will provide you with a receipt which you will bring to the Hadley Police Department as proof of payment. If you are 70 years of age or older, this fee is waived and an applicant can come directly to the Police Department.
2. A hand written completed application form is required prior to meeting with the Licensing Officer. This form is available in the lobby of the Hadley Police Department or here.
3. Applications for permits will be processed during posted office hours. The entire process takes approximately 15 minutes for renewals and 30 minutes for new applicants. An appointment **IS NOT** necessary.
4. First time applicants will be required to submit a copy of a certificate of completion from a state approved basic firearms safety course at the time of your processing.
5. All Firearms Licenses are valid for no more than 6 (six) years and not less than 5 (five) years.
6. Renewal applicants should apply no more than 90 days prior to expiration date.
7. Once application is in process, your existing permit is still considered active (even after your expiration date) until your new permit arrives.
8. If an application is denied because of either a statutory disqualification or because of a determination by the licensing authority (Chief of Police) that the applicant is unsuitable to be licensed, the applicant will be notified in writing.
9. The applicant will be notified by telephone when the license is ready to be picked up. The license may be picked up at any time, after notification, by speaking to the dispatcher in the lobby of the Hadley Police Department.

10. Applicants may inquire about the status of their license, starting 30 (thirty) days after the date of the initial application by calling the Hadley Police Department at (413) 584-0883.

Frequently Asked Questions and change of address info can be found here.  
Questions??? Email Licensing Sergeant Kenneth Hartwright at  
Hartwrightk@hadleyma.gov