

TIVERTON POLICE DEPARTMENT



Application for a license or permit to carry a concealed pistol or revolver ("LTC")

REVISED 12/27/2024

Dear Applicant:

By completing an application for a license or permit to carry a concealed pistol or revolver (“LTC”) with the Tiverton Police Department, you are exercising your right under Rhode Island General Law §11-47-11.

It is important to remember that a permit to carry a pistol or revolver does not authorize you to use the firearm. Such usage of a handgun is regulated by other provisions of RI law. Please carefully read the enclosed policy regarding the issuance of the pistol or revolver permit. It is intended to serve as a guideline to aid you in understanding the authority and responsibility of the Chief of Police to carry out RI law.

Also contained in this application are the RI General Laws relating to weapons, known as the Firearms Act. Before you are granted a permit to carry a pistol or revolver, you must acknowledge that you have read and are familiar with the provisions of the Act.

This application package does not include Federal laws pertaining to firearms. You must observe both Federal and RI laws. Federal law is administered by Federal agencies. For information relative to Federal regulation of firearms, you may contact the Bureau of Alcohol, Tobacco, and Firearms.

The application itself must be filled out completely and truthfully. It is a crime to knowingly give false information to obtain a permit to carry a pistol or revolver. Please read the instructions carefully and note that first time and renewal applicants must supply all information being requested at the time of application.

The submission of the application for a license or permit to carry a concealed pistol or revolver (“LTC”) is the beginning of a process of review by members of the Tiverton Police Department, which culminates in a recommendation of affirmation or denial. Should your application be denied, you will be advised by mail.

A successful applicant for a license or permit to carry a concealed pistol or revolver (“LTC”) will receive the license by mail. Please exercise this in the State of Rhode Island responsibly, properly, and safely.

Sincerely,

Patrick W. Jones, Chief of Police

INTRODUCTION

The State of Rhode Island offers two avenues to apply for a permit to carry a concealed pistol or revolver under Rhode Island General Laws §§ 11-47-11 and 11-47-18. Section 11-47-11 governs permits issued by municipal licensing authorities (in Tiverton, the licensing authority is the Chief of Police) and provides that these licensing authorities "shall issue" a permit if a person satisfies the following three components: (1) an age and residency requirement; (2) a suitability requirement; and (3) a "reason" requirement. *Gadomski v. Tavares*, 113 A.3d 387, 390 (RI. 2015). Section 11-47-18(a), by contrast, provides that the Attorney General "may" issue a permit, which includes permission to carry a pistol or revolver openly, upon a "proper showing of need." Both provisions also require applicants for a permit to satisfy certain firearms proficiency standards. R.I. Gen. Laws §§ 11-47-15, 11-47-16.

The Chief of Police and the Tiverton Police Department do not discriminate in the issuance of a license to carry a concealable weapon on the grounds of race, sex, national origin, or any other reason prohibited by law.

PROCEDURE

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY

To schedule an appointment go to the department's website at <https://tivertonpoliceri.com/firearms/>. Appointments will not be made by telephone or in person. Applications are only accepted during scheduled appointments, they will not be accepted any other time. You **MUST** bring the following to your scheduled appointment:

1. The Tiverton Police Department application for a license or permit to carry a concealed pistol or revolver ("LTC"). All information must be legible. Please print or type the application or it will be denied. Applications may be obtained on our website at <https://tivertonpoliceri.com/firearms/>
2. The application must be signed and notarized.
3. Proof of qualification before a certified weapons instructor, i.e. NRA Instructor or Police Range Instructor, must be submitted with this application, along with a copy of the NRA/FBI Firearms Instructor's Certification.
4. Color copies of two types of state issued identification must be submitted with this application.
5. If the permit is going to be used for employment, a letter signed by your employer must be submitted on your employer's letterhead and included with the application.
6. Three (3) letters of reference (NEW APPLICATIONS ONLY).
7. Retired Police Officers applying under RIGL 11-47-18 must submit a letter of verification from the Chief of Police of the department which they retired from, stating that they have completed at least twenty (20) years of good service.
8. The AUTHORIZATION FOR RELEASE OF INFORMATION FORM must be signed and notarized.
9. If you answered YES to any question pertaining to criminal arrest, conviction or mental illness copies of police reports and certified copies of court records must be provided.
10. Color copies of all permits or licenses to carry firearms must be submitted.
11. A forty dollar (\$40.00) check or money order must be submitted with your completed application. This is non-refundable.

If you do not have all of the required documentation at the time of your appointment, the appointment will be canceled. During your appointment, an officer will review your application to ensure you meet all necessary requirements to obtain an application for a license or permit to carry a concealed pistol or revolver (“LTC”). If you are prohibited from possessing or carrying a firearm under any State or Federal law (e.g. 18 U.S.C. § 922(g)) or pursuant to any Court order, your request will be denied at that time. If your application is accepted, the officer will obtain a photograph and fingerprints.

Members of the Tiverton Police Department then check the applicant’s background with state, local and federal law enforcement databases. Members of the Tiverton Police Department will also check court records and other sources for pending criminal cases, restraining orders and/or discrepancies in the applicant’s background, including prior history of mental illness. This process takes a MINIMUM OF NINETY (90) DAYS. This period may be longer depending on the volume of applications we receive as well as other factors. Do not contact the department inquiring about the status of your application.

If your application is approved, your license will be mailed to your home address. If your application is denied, you will be notified in writing.

The application, fingerprint card and photos become part of the records of the Tiverton Police Department and will not be returned. **ALL PERMITS WILL EXPIRE FOUR (4) YEARS FROM THE DATE OF ISSUE. THE RENEWAL OF YOUR PERMIT IS YOUR OBLIGATION.** No notification of expiration of the permit will be sent to you. **ALLOW A MINIMUM OF NINETY (90) DAYS FOR PROCESSING YOUR APPLICATION.**

NON-RESIDENT APPLICATIONS

Effective January 1, 2025, for individuals living outside the State of Rhode Island, the Tiverton Police Department will only consider applicants;

1. Twenty-one (21) years of age or over ;
2. Having a residence within the United States;
3. Having a license or permit to carry a pistol or revolver concealed upon his or her person issued by the authorities of any other state or subdivision of the United States;
4. Having place of business, business interest, or employment within the Town of Tiverton.

A color copy of your active license to carry a concealed pistol or revolver (License to Carry “LTC”) from your home state must be attached to this application. As part of the background check process, the Tiverton Police Department will be sending an inquiry regarding your suitability to be issued a license to carry a concealable weapon to the police department of the city or town in which you reside. If we receive negative information from the department or the department fails to respond to the inquiry your request will be denied. The Tiverton Police Department will not issue a license or permit to carry a concealed pistol or revolver (“LTC”) to Rhode Island residents who do not have a bona fide residence or place of business within the Town of Tiverton. These individuals must apply to the police department in the city or town in which they reside or the Rhode Island Department of Attorney General.

RESPONSIBILITIES

Approved holders must maintain, use, and store their firearm or firearms in a responsible manner. All permit holders are required to inform their respective city or town police departments, as well as the Bureau of Criminal Identification of the Department of Attorney General, within 24 hours of becoming aware of the loss or theft of a weapon. If you do not report a loss or theft timely, your permit will be REVOKED.

CONCLUSION

This policy is meant as a general guideline to aid the public in understanding the Chief of Police's authority to carry out the requirements of Rhode Island General Laws § 11-47-11 and other applicable state and federal laws and it shall be followed as a guideline in the assessment of applications for a license or permit to carry a concealed pistol or revolver ("LTC"). This policy is not intended to and does not confer any rights on any person.

**TIVERTON POLICE DEPARTMENT
APPLICATION FOR A LICENSE OR PERMIT TO CARRY A CONCEALED PISTOL
OR REVOLVER (“LTC”)**

Date:	Permit Number:
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Name/Information:

First	Middle	Last
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Social Security Number	Date of Birth	Place of Birth
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Height	Weight	Eye Color	Hair Color
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Permanent Address (No P.O. Boxes Accepted):

Number & Street Name

City or Town	State	Zip
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Telephone Numbers:

Home	Work	Cell
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Email:

Employer:

Employer Name	Telephone Number
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Number & Street Name

City or Town	State	Zip
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Detail Job Description

List all addresses for the past three (3) years (include dates-attach additional pages if necessary):

Number & Street Name	City or Town	State	Zip	Dates From-To

Answer the below questions. If you answered YES to any question, provide the details in the space provided. If more space is needed, you may attach additional pages. Exact and detailed information must be provided. If you are unsure of any information go to the law enforcement agency, court, or other involved agency and obtain the information. **You will be required to obtain copies of any police reports or court records before this application is approved.**

Have you ever been arrested or charged for any offense? Yes No
(If YES provide details below)

Have you ever been cited or summoned for any violation? Yes No
(If YES provide details below)

Have you ever been under guardianship or confined or treated for mental illness? Yes No
(If YES provide details below)

Have you ever been convicted of a crime? Yes No
(If YES provide details below)

Have you ever pled nolo contendere to any charge or violation? Yes No
(If YES provide details below)

Are you under indictment in any court for a crime punishable by imprisonment exceeding one year? Yes No
(If YES provide details below)

Have you ever had a restraining order, no contact order, or protective order issued against you? Yes No
(If YES provide details below)

Have you applied for a permit to carry a concealed pistol or revolver from the Attorney General or a local city or town in Rhode Island? Yes No

If Yes, issuing city or town

Status:

Active Expired Denied Revoked

(If so, enclose photocopy, notary-signed and dated, attesting copies are true)

Have you ever applied for a pistol permit to carry a handgun in another state? Yes No

If Yes, issuing city or town and state

Status:

Active Expired Denied Revoked

(If so, enclose photocopy, notary-signed and dated, attesting copies are true)

Have you ever had a legal name change?

Yes No

If Yes, please state former name (include maiden name)

Please list nicknames or aliases used by you.

Are you a citizen of the United States?

Yes No

If No, please provide the country you were born in and your residency status.

(If you are not a citizen of the United States, a copy of both sides of your alien registration card must be included with this application.)

Please provide three (3) references. Reference letters must be attached to this application.

1. Name				Telephone Number
Number & Street Name	City or Town	State	Zip	Years Known

2. Name				Telephone Number
Number & Street Name	City or Town	State	Zip	Years Known

3. Name				Telephone Number
Number & Street Name	City or Town	State	Zip	Years Known

AFFIDAVIT

I CERTIFY THAT I HAVE READ AND I AM FAMILIAR WITH THE PROVISIONS OF 11-47-1 TO 11-47-62, INCLUSIVE, OF THE GENERAL LAWS OF RHODE ISLAND, 1956, AS AMENDED, AND THAT I AM AWARE OF THE PENALTIES FOR VIOLATIONS OF THE PROVISIONS OF THE CITED SECTIONS. I FURTHER UNDERSTAND THAT ANY ALTERATION OF THIS PERMIT IS JUST CAUSE FOR REVOCATION.

Applicant's Signature

BEFORE A NOTARY PUBLIC
SUBSCRIBED AND SWORN TO BEFORE ME IN

CITY STATE

THIS _____ DAY OF _____, 20_____.

Notary Public Signature

Notary Stamp Required

NOTE: ALL MUST QUALIFY IN ACCORDANCE TO 11-47-15

THE RI COMBAT COURSE IS FOR LAW ENFORCEMENT PERSONNEL ONLY

**INSTRUCTOR MUST COMPLETE SECTION BELOW WITHIN ONE (1) YEAR
PRIOR TO SUBMITTING APPLICATION.**

Weapon Qualification Score: _____ Caliber of Weapon _____

ARMY-L _____ SCORE _____ R.I. COMBAT _____ SCORE _____

Signature of N.R.A. Instructor or Police Range Officer

Date

Printed name & Telephone Number of NRA Instructor or Police Range Officer

NRA Number or Police Department Name

Copy of NRA certificate or certificate card with visible expiration date must be included.

**Rhode Island General Law 11-47, Weapons
Index of Sections**

Rhode Island General Laws can be viewed at www.rilin.state.ri.us/statutes/statutes.html

- § 11-47-1 Short title.
- § 11-47-2 Definition of terms.
- § 11-47-3 Carrying dangerous weapons or substances when committing crime of violence.
- § 11-47-3.1 Carrying a stolen firearm when committing a crime of violence.
- § 11-47-4 Being armed prima facie evidence of intention.
- § 11-47-5 Possession of arms by person convicted of crime of violence or who is a fugitive from justice.
- § 11-47-5.1 Larceny of a firearm.
- § 11-47-6 Mental incompetents, drug addicts, and drunkards prohibited from possession.
- § 11-47-7 Possession of firearm by alien.
- § 11-47-8 License or permit required for carrying pistol – Possession of machine gun.
- § 11-47-9 Persons exempt from restrictions.
- § 11-47-9.1 Additional exemptions.
- § 11-47-10 License or permit not required to carry to target range.
- § 11-47-11 License or permit to carry concealed pistol or revolver.
- § 11-47-12 License or permit fee.
- § 11-47-13 Revocation of license or permit.
- § 11-47-14 Licenses and permits to banks and carriers.
- § 11-47-15 Proof of ability required for license or permit.
- § 11-47-15.1 Qualifications required of law enforcement officers appointed after June 6, 1970.
- § 11-47-15.2 Definitions of law enforcement firing positions.
- § 11-47-15.3 Commission on law enforcement standards and training.
- § 11-47-16 Certification of qualification.
- § 11-47-17 Qualifications required of law enforcement officers appointed after June 17, 1959.
- § 11-47-17.1 Mandatory or discretionary nature of § 11-47-15.1 requirements – Qualification reports to be filed.
- § 11-47-18 License or permit issued by attorney general on showing of need – Issuance to retired police officers.
- § 11-47-19 Machine gun manufacturers' licenses or permits.
- § 11-47-20 Sale or possession of silencers.
- § 11-47-20.1 Armor-piercing bullets.
- § 11-47-20.2 Possession during commission of a felony.
- § 11-47-20.3 Injury or death of law enforcement officer.
- § 11-47-21 Restrictions on possession or carrying of explosives or noxious substances.
- § 11-47-22 Forfeiture and destruction of unlawful firearms.
- § 11-47-23 False information in securing firearm or license.
- § 11-47-24 Alteration of marks of identification on firearms.
- § 11-47-25 Antique firearms and collections.
- § 11-47-26 Penalties for violations.
- § 11-47-27 Standard of proof under §§ 11-47-1 – 11-47-34.
- § 11-47-28 Arrest and detention for possession of firearms.
- § 11-47-29 Certification of conviction of alien.

**I certify that I have read, understand, and will comply with the above Rhode Island General Laws,
Chapter 11-47, Weapons.**

Signature

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, hereby give the Tiverton Police Department the authority to conduct a comprehensive investigation of my background in order to determine my suitability to obtain a permit to carry a concealed pistol or revolver. This background investigation shall include, but not limited to, oral and written communications with any person concerning my background. I also authorize a review and full disclosure of all records and any other information concerning myself whether such records and other information are public, private, privileged or confidential. This includes records maintained by past and present employers, law enforcement, public utility companies, state and federal agencies including but not limited to the Division of Taxation, the Internal Revenue Services, and any Health Care facility which dispenses care and treatment for social, mental or emotional difficulties.

To the custodian of the records discussed herein, I hereby authorize you to release information to the bearer of this Authorization for Release of Information. I consider a copy of the Authorization for Release of Information to be as valid as the original even though a copy does not have my original signature.

I hereby release to the Town of Tiverton, the Tiverton Police Department and anyone who gives written or oral information about me to the Tiverton Police Department from any claims of liability or damages which may occur as a result of the background investigation. This release of liability also extends my heirs, associations, assigns and representatives.

Signature

Date

BEFORE A NOTARY PUBLIC
SUBSCRIBED AND SWORN TO BEFORE ME IN

CITY STATE

THIS _____ DAY OF _____, 20_____.

Notary Public Signature

Notary Stamp Required

REVIEW (OFFICIAL USE ONLY)

Date Application Received by Records Division _____

All required documents have been provided and requirements have been met for this applicant.

YES NO

If no, list items missing/log contact(s) with applicant:

Date Forwarded to Uniform Division Lieutenant: _____

Senior Records Clerk Signature

Date

Has the completed application been reviewed and forwarded to the Office of the Chief of Police?

YES NO

Date forwarded to the Chief of Police: _____

Lieutenants Signature

Date

APPROVAL (OFFICIAL USE ONLY)

Acting under my authority as the Chief of Police of the Tiverton Rhode Island Police
Department I **Approve** **Deny** this application.

Restrictions (If Any): _____

If Denied, Reason for Denial: _____

Chief of Police Signature

Date