



CITY OF PHILADELPHIA POLICE DEPARTMENT

660 East Erie Ave, Philadelphia, PA 19134



Phone: (215) 685-3656 Fax: (215) 685-3673

FIREARMS ARE NOT PERMITTED ON THE PREMISES.

ATTENTION - NEW LTC APPLICATION PROCEDURES

ALL PREVIOUS APPOINTMENTS MADE FOR NEW APPLICATIONS AND RENEWALS ARE CANCELED.

APPLICATIONS CAN IMMEDIATELY BE SUBMITTED BY EMAIL

SEE INSTRUCTIONS FOR EMAIL SUBMISSIONS

Due to the Covid-19 Virus Pandemic, **effective Monday, December 7, 2020** and until further notice the Philadelphia Police Gun Permits Unit will be accepting Pennsylvania License to Carry Firearms applications by email only.

Email address: **Police.GPU@phila.gov**

Email your completed application including signature along with a copy of the front and back of your PA Driver's License with current address, or official PA identification card. One copy front and back of proof of residency. Ensure you follow instructions for completion of application and acceptable documents.

Due to the surge in LTC inquiry and processing we are forced to cease issuing a License to Carry Firearms to Out of State Applicants until further notice. Sorry for any inconvenience this may cause. We hope to explore this again in the future once things level out.

Dated 12/07/2020

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR A PENNSYLVANIA LICENSE TO CARRY FIREARM

Only applicants 21 years of age or older, residing in the county of Philadelphia, may apply for a Pennsylvania license to carry a firearm through the Philadelphia Police Department. Out of county residents must apply in their county of residence.

All applications must be completed to their entirety. Do not write in the shaded area at the top of the application that says "For Use by Issuing Authority". Should a box not apply to you, enter "N/A" in that box. The following is a list of common errors made by applicants when applying for a License to Carry Firearms:

Box 4 (Middle Name): Full middle name is required, no initials

Box 16 (Street Address): Enter full street address; If you also have a post office box, enter your PO box as well; This address **MUST** be the same as what is on your photo identification

Box 28 (Reason): Check one reason which you would like to have displayed on your License to Carry Firearms; The License covers you for all of the reasons regardless of which reason you choose

Box 7b (Place of Birth): Enter the city and state in which you were born

Box 29 (References): List two references who are 21 years of age or older and are of no relation to you; full names, mailing addresses and phone numbers are required

Box 31 (question regarding citizenship): If you are a registered alien, check "NO" and enter your country of birth, country of citizenship, and alien registration or I-94 number; You must also submit documentation proving your registration.

Applications may be downloaded from the following website: **www.ppd-ltc.com** (click on License to Carry).

Applicants must submit the APPLICATION FILLED OUT COMPLETELY with Signature and APPLICABLE ITEMS LISTED BELOW or they will not be accepted.

A VALID Pennsylvania Driver's License or Non-Drivers ID, along with two (1) acceptable form of proof of residence, all names and addresses must match. NO PO BOXES WILL BE ACCEPTED, (see below for examples).

Applicants, who have had a NAME CHANGE, must attach a copy of legal documents to show the name change. (i.e., Marriage License, Court Orders)

Active Duty Military, must be stationed in Pennsylvania and submit a copy of orders verifying that you are stationed in Pennsylvania, a Valid Driver's License or Identification Card. Must be currently living in Philadelphia County, PA. and provide proof of residents.

If you were previously a member of the Armed Forces, a copy of your discharge papers (DD-214) must be attached to the application.

Foreign born applicants who are presently American citizens must attach a copy of either their naturalization papers or a passport

Registered aliens must attach a copy of their current alien registration identification card, i.e., GREEN CARD.

Must attach a copy of current or expired permits with application.

Below are examples of, but not limited to, acceptable forms for proof of your residency:

Current Utility Bills: (within the last three months / 90 DAYS)

Phone Bill – Home/Cellular

Electric Bill

Gas Bill

Water Bill

Cable/Satellite Bill

Current Credit Card Statements

Current Bank/Student Loan Statements

Valid Vehicle Registration

Valid Vehicle Insurance Card

Voters Registration Card

JUNK MAIL IS NOT ACCEPTABLE

You will receive email notification of acceptance from the GPU if your application and documents are complete.

If you are missing documents, you will be emailed a notification of an incomplete submission along with what you need to submit for your application to be accepted.

If all paperwork is in order, an investigation will be conducted. All applicants will receive an email notice of either approval or disapproval of their application for a Pennsylvania license to carry a firearm.

Upon approval, the applicant will **follow instructions on approval letter to pick-up their License to Carry.**

When picking up your approved LTC you must bring a recently purchased \$20.00 money order that is valid for at least 1 year or longer is the only form of payment that will be accepted. (Payable to “City of Philadelphia”). FYI – A Postal money order has no expiration date.

ALL APPLICANTS SHOULD BE AWARE THAT FALSE STATEMENTS (WHETHER ORAL OR WRITTEN) WILL BE CAUSE FOR DENIAL AND MAY RESULT IN ARREST.

PLEASE NOTE THAT THE SAME PROCEDURES ARE APPLICABLE FOR RENEWALS.

Information for Medical Marijuana Cardholders

It is legal under Pennsylvania law for the holder of a validly issued patient Medical Marijuana Card to possess approved forms of medical marijuana. However, as per the United States Department of Justice, Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE), the possession of medical marijuana remains a violation of federal law, and possession of a valid Medical Marijuana Card and/or the use of medical marijuana makes you an “unlawful user of or addicted to any controlled substance” who is prohibited by federal law from the purchase or acquisition, possession, or control of a firearm pursuant to 18 U.S.C. § 922(g)(3), and 27 C.F.R. § 478.32(a)(3).

The BATFE’s position is set forth in its September 21, 2011, Open Letter to all Federal Firearms Licensees, which states in part that “[t]herefore, any person who uses or is addicted to marijuana, regardless of whether his or her State has passed legislation authorizing marijuana use for medicinal purposes, is an unlawful user of or addicted to a controlled substance, and is prohibited by Federal law from possessing firearms or ammunition.” [Click here for a copy of the Open Letter.](#) Opens in A New Window. Likewise, the mere possession of a Medical Marijuana Card will give rise to an inference that you are an “unlawful user of or addicted to” a controlled substance, pursuant to 27 C.F.R. § 478.11.

Therefore, it is also unlawful for you to apply for, possess or renew a Pennsylvania License to Carry Firearm (LTC), because you are “[a]n individual who is prohibited from possessing or acquiring a firearm under the statutes of the United States.” (Pennsylvania Consolidated St

COUNTY OF

APPLICATION FOR A PENNSYLVANIA LICENSE TO CARRY FIREARMS

FOR USE BY ISSUING AUTHORITY: PICS Temp App. No		PICS Perm. App. No.	Application Date
License No.	Temporary License Approval Date	Permanent License Approval Date	
Rejection Date	Reason for Rejection	Signature _____	

APPLICANT INFORMATION – TYPE/PRINT IN BLUE OR BLACK INK

1. LAST NAME		2. JR., ETC.	3. FIRST NAME		4. MIDDLE NAME		5. PHOTO ID/DRIVER LICENSE NO.		6. STATE			
7a. DATE OF BIRTH	7b. PLACE OF BIRTH		8. SOCIAL SECURITY # <i>(Optional)</i>		9. AGE	10. SEX	11. RACE	12. HEIGHT	13. WEIGHT	14. HAIR COLOR	15. EYE COLOR	
16. STREET ADDRESS					17. CITY		18. STATE	19. ZIP CODE	20. HOME TELEPHONE NO.			
21. EMPLOYER/BUSINESS NAME					22. WORK TELEPHONE NO.			23. OCCUPATION				
24. ADDRESS					25. CITY			26. STATE	27. ZIP CODE			
28. REASON FOR A LICENSE TO CARRY FIREARMS: <input type="checkbox"/> SELF-DEFENSE <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> HUNTING/FISHING <input type="checkbox"/> TARGET SHOOTING <input type="checkbox"/> GUN COLLECTING <input type="checkbox"/> OTHER												

29. TWO REFERENCES – NOT FAMILY MEMBERS		
NAME	ADDRESS	TELEPHONE NO.
NAME	ADDRESS	TELEPHONE NO.

APPLICANTS ARE DETERMINED TO BE ELIGIBLE FOR A LICENSE TO CARRY FIREARMS BASED UPON CRITERIA SET FORTH WITHIN THE PENNSYLVANIA UNIFORM FIREARMS ACT (18 PA.C.S. CHAPTER 61) § 6105, DEALING WITH INDIVIDUALS NOT TO POSSESS FIREARMS AND § 6109, DEALING WITH THE ISSUANCE OF A LICENSE TO CARRY FIREARMS.

30. DO YOU MEET ANY OF THE FOLLOWING PROHIBITING CRITERIA UNDER 18 PA.C.S. § 6109(e)(1)? CHECK YES OR NO IN THE BOX BY EACH QUESTION:

A. IS YOUR CHARACTER AND REPUTATION SUCH THAT YOU WOULD BE LIKELY TO ACT IN A MANNER DANGEROUS TO PUBLIC SAFETY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE UNDER THE ACT OF APRIL 14, 1972 (P.L. 233, NO. 64) KNOWN AS THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT (CSDDCA)? (AS PROVIDED IN 18 PA.C.S. § 6109(e)(1)(II), ANY PENNSYLVANIA DRUG CONVICTION UNDER THE CSDDCA IS PROHIBITING FOR A LICENSE TO CARRY.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
C. HAVE YOU EVER BEEN CONVICTED OF A CRIME ENUMERATED IN § 6105(b), OR DO ANY OF THE CONDITIONS UNDER § 6105(c) APPLY TO YOU? (READ INFORMATION ON BACK PRIOR TO ANSWERING)	<input type="checkbox"/> YES <input type="checkbox"/> NO
D. HAVE YOU EVER BEEN ADJUDICATED DELINQUENT FOR A CRIME ENUMERATED IN § 6105 OR FOR AN OFFENSE UNDER THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
E. HAVE YOU EVER BEEN INVOLUNTARILY COMMITTED TO A HOSPITAL/HEALTH CARE FACILITY FOR A MENTAL HEALTH CONDITION OR OTHER TREATMENT, OR ADJUDICATED INCOMPETENT/INCAPACITATED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
F. ARE YOU AN INDIVIDUAL WHO IS A HABITUAL DRUNKARD, OR WHO IS ADDICTED TO OR AN UNLAWFUL USER OF MARIJUANA OR A STIMULANT, DEPRESSANT, OR NARCOTIC DRUG?	<input type="checkbox"/> YES <input type="checkbox"/> NO
G. ARE YOU NOW CHARGED WITH, OR HAVE YOU EVER BEEN CONVICTED OF A CRIME PUNISHABLE BY IMPRISONMENT FOR A TERM EXCEEDING ONE YEAR? THIS IS THE MAXIMUM SENTENCE YOU COULD HAVE RECEIVED, NOT THE ACTUAL SENTENCE YOU DID RECEIVE. (IT DOES NOT INCLUDE FEDERAL OR STATE OFFENSES PERTAINING TO ANTITRUST, UNFAIR TRADE PRACTICES, RESTRAINTS OF TRADE, OR REGULATION OF BUSINESS; OR STATE OFFENSES CLASSIFIED AS MISDEMEANORS AND PUNISHABLE BY A TERM OF IMPRISONMENT NOT EXCEEDING TWO YEARS.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
H. HAVE YOU EVER RECEIVED A DISHONORABLE DISCHARGE FROM THE UNITED STATES ARMED FORCES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
I. ARE YOU A FUGITIVE FROM JUSTICE? THIS DOES NOT APPLY TO MOVING OR NONMOVING SUMMARY OFFENSES UNDER TITLE 75 (RELATING TO MOTOR VEHICLES).	<input type="checkbox"/> YES <input type="checkbox"/> NO
J. ARE YOU PROHIBITED FROM POSSESSING OR ACQUIRING A FIREARM UNDER THE STATUTES OF THE UNITED STATES?	<input type="checkbox"/> YES <input type="checkbox"/> NO

31. ARE YOU A UNITED STATES CITIZEN? IF NO, COUNTRY OF BIRTH _____
COUNTRY OF CITIZENSHIP _____ ALIEN REGISTRATION # OR I-94# _____ YES NO

32. IF YOU ARE A RESIDENT OF ANOTHER STATE, DO YOU POSSESS A CURRENT LICENSE, PERMIT, OR SIMILAR DOCUMENT TO CARRY A FIREARM ISSUED BY THAT STATE? IF YES, ATTACH A PHOTOCOPY OF THE DOCUMENT TO THIS FORM. YES NO

33. I have never been convicted of a crime that prohibits me from possessing or acquiring a firearm under Federal or State law. I am of sound mind and have never been committed to a mental institution or mental health care facility. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject to penalties prescribed by law. I authorize the sheriff, or his designee, or, in the case of first class cities, the chief or head of the police department, or his designee, to inspect only those records or documents relevant to information required for this application. ***If I am issued a license and knowingly become ineligible to legally possess or acquire firearms, I will promptly notify the sheriff of the county in which I reside or, if I reside in a city of the first class, the chief of police of that city.*** This certification is made subject to both the penalties of § 4904 of the Crimes Code, 18 Pa.C.S., relating to unsworn falsifications to authorities and the Uniform Firearms Act.

SIGNATURE - APPLICANT _____	DATE OF APPLICATION _____
-----------------------------	---------------------------

18 Pa.C.S. Section 6105(a)(1): A person who has been convicted of an offense enumerated in subsection (b), within or without this Commonwealth, or whose conduct meets the criteria in subsection (c) shall not possess, use, control, sell, transfer or manufacture or obtain a license to possess, use, control, sell, transfer, or manufacture a firearm in this Commonwealth.

Section 6105(a.1)(2): A person who is the subject of an active final protection from abuse order issued pursuant to 23 Pa.C.S. § 6108, is the subject of any other active protection from abuse order issued pursuant to 23 Pa.C.S. § 6107(b) (relating to hearings), which provided for the relinquishment of firearms or other weapons or ammunition during the period of time the order is in effect, or is otherwise prohibited from possessing or acquiring a firearm under 18 U.S.C. § 922(g)(8) (relating to unlawful acts), commits a misdemeanor of the second degree if he intentionally or knowingly fails to relinquish a firearm or other weapon or ammunition.

Section 6105(b)

- §908 Prohibited offensive weapons
- §911 Corrupt organizations
- §912 Possession of weapon on school property
- §2502 Murder
- §2503 Voluntary manslaughter
- §2504 Involuntary manslaughter, if the offense is based on the reckless use of a firearm
- §2702 Aggravated assault
- §2703 Assault by prisoner
- §2704 Assault by life prisoner
- §2709.1 Stalking
- §2716 Weapons of mass destruction
- §2901 Kidnapping
- §2902 Unlawful restraint
- §2910 Luring a child into a motor vehicle or structure
- §3121 Rape
- §3123 Involuntary deviate sexual intercourse
- §3125 Aggravated indecent assault
- §3301 Arson and related offenses
- §3302 Causing or risking catastrophe
- §3502 Burglary
- §3503 Criminal trespass, if the offense is graded a felony of the second degree or higher
- §3701 Robbery
- §3702 Robbery of motor vehicle

- §3921 Theft by unlawful taking or disposition, upon conviction of the second felony offense
- §3923 Theft by extortion, when the offense is accompanied by threats of violence
- §3925 Receiving stolen property, upon conviction of the second felony offense
- §4906 False reports to law enforcement authorities, if the fictitious report involved the theft of a firearm as provided in 4906(c)(2)
- §4912 Impersonating a public servant if the person is impersonating a law enforcement officer
- §4952 Intimidation of witnesses or victims
- §4953 Retaliation against witness, victim or party
- §5121 Escape
- §5122 Weapons or implements for escape
- §5501(3) Riot
- §5515 Prohibiting of paramilitary training
- §5516 Facsimile weapons of mass destruction
- §6110.1 Possession of firearm by minor
- §6301 Corruption of minors
- §6302 Sale or lease of weapons and explosives

Any offense equivalent to any of the above-enumerated offenses under the prior laws of this Commonwealth, or any offense equivalent to any of the above-enumerated offenses under the statutes of any other state or of the United States.

Section 6105(c):

Effective November 22, 1995, 18 Pa.C.S. § 6105(c) also prohibits the following persons from possessing, using, controlling, transferring, manufacturing, or obtaining a license to possess, use, control, transfer, or manufacture a firearm in the Commonwealth of Pennsylvania.

ARE YOU A PERSON WHO:

1. is a fugitive from justice; or
2. has been convicted of an offense under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or any equivalent Federal statute or equivalent statute of any other state, that may be punishable by a term of imprisonment exceeding two years; or
3. has been convicted of driving under the influence of alcohol or controlled substance as provided in 75 Pa.C.S. § 3802 (relating to driving under influence of alcohol or controlled substance) or the former 75 Pa.C.S. § 3731, on three or more separate occasions within a five-year period. For the purposes of this paragraph only, the prohibition of Section 6105(a) shall only apply to transfers or purchases of firearms after the third conviction; or
4. has been adjudicated as an incompetent or who has been involuntarily committed to a mental institution for inpatient care and treatment under section 302, 303, or 304 of the provisions of the act of July 9, 1976 (P.L. 817, No. 143), known as the Mental Health Procedures Act; or
5. being an alien, is illegally or unlawfully in the United States; or
6. is the subject of an active final protection from abuse order issued pursuant to 23 Pa.C.S. § 6108, is the subject of any other active protection from abuse order issued pursuant to 23 Pa.C.S. § 6107(b), which provided for the relinquishment of firearms during the period of time the order is in effect or is otherwise prohibited from possessing or acquiring a firearm under 18 U.S.C. § 922(g)(8). This prohibition shall terminate upon the expiration or vacation of the order or portion thereof relating to the relinquishment of firearms; or
7. was adjudicated delinquent by a court pursuant to 42 Pa.C.S. § 6341 (relating to adjudication) or under any equivalent Federal statute or statute of any other state as a result of conduct which if committed by an adult would constitute an offense under 18 Pa.C.S. sections 2502, 2503, 2702, 2703, 2704, 2901, 3121, 3123, 3301, 3502, 3701, and 3923; or
8. was adjudicated delinquent by a court pursuant to 42 Pa.C.S. § 6341 or under any equivalent Federal statute or statute of any other state as a result of conduct which if committed by an adult would constitute an offense enumerated in 18 Pa.C.S. § 6105(b) with the exception of those crimes set forth in paragraph 7. This prohibition shall terminate 15 years after the last applicable delinquent adjudication or upon the person reaching the age of 30, whichever is earlier.
9. is prohibited from possessing or acquiring a firearm under 18 U.S.C. § 922(g)(9). If the offense which resulted in the prohibition under 18 U.S.C. § 922(g)(9) was committed, as provided in 18 U.S.C. § 921(a)(33)(A)(ii) (relating to definitions), by a person in any of the following relationships: (i) the current or former spouse, parent or guardian of the victim; (ii) a person with whom the victim shares a child in common; (iii) a person who cohabits with or has cohabited with the victim as a spouse, parent or guardian; or (iv) a person similarly situated to a spouse, parent, or guardian of the victim; then the relationship need not be an element of the offense to meet the requirements of this paragraph.
10. has been convicted of an offense under subsection (a.1)(2). The prohibition shall terminate five years after the date of conviction, final release from confinement or final release from supervision, whichever is later.

PRIVACY ACT NOTICE

Solicitation of this information is authorized under Title 18 Pa.C.S. § 6111. Disclosure of your social security number is voluntary. Your social security number, if provided, may be used to verify your identity and prevent misidentification. All information supplied, including your social security number, is confidential and not subject to public disclosure.