

## Instructions for Concealed Weapon Applicants

*Please read carefully, as incomplete applications will be returned.*

In this envelope you will find the following items:

- **Application and two (2) releases:** (1) Riverview Psychiatric Center/Dorothea Dix Psychiatric Center (2) Any Law Enforcement Agency. **Note:** The release for Riverview and DDPC is the same. Enter today's date and your date of birth. The witness signature is no longer necessary.
- **Copy of Federal Firearms Law Summary**
- **Copy of State of Maine Laws relating to carrying concealed firearms**

You must **complete** and **return** the **application** and the **two releases** with the **processing fee**. **Processing Fees** differ for New Permits or Renewals.

### New Permits

If this is a **new permit**, the fee is **\$35.00** and **you must provide a copy of your handgun safety course certificate or proof of military service or your DD214 form**. The check or money order should be made out to **City of Portland** and submitted with your application. *No cash will be accepted.*

### Renewals

If this is a **renewal**, the fee is **\$20.00**. The check or money order should be made out to **City of Portland** and submitted with your application. *No cash will be accepted.*

### Change of Address

Change-of-address fee is \$2.00. You must report changes of address within Portland. For changes of address outside of Portland, contact the police department in your new home town or city.

**\* Please include a copy of your current concealed weapons permit with all renewal and change of address.**

### Frequently asked questions

1. **How long does it take?** Approximately four weeks. In some cases it may take up to 8 weeks depending upon return time for medical releases.
2. **How will I know if everything is okay or if there is a problem?** We will contact you by letter or phone when your permit is ready to be issued. If there is a problem we will also contact you by phone or letter.
3. **How will I get my permit?** When we notify you that your permit is ready, we will make a mutually agreeable appointment. At this appointment your photograph will be taken and your signature is required. New weapons permits require another form of photo identification before we can issue the permit. This process takes about ten minutes.
4. **How long is the permit good for?** The permit is good for 4 years.
5. **When my permit is coming up for renewal will I be notified?** No.
6. **I need a handgun safety course. Where do I go?** Several businesses provide this service. The Portland Police Department cannot make recommendations for private business. Your best resources are the phone book, friends, local gun dealers, etc.
7. **Can I mail the application in?** Yes. The application can be returned by mail or dropped off at the Portland Police Department, 109 Middle Street, Portland, ME 04101. Just make sure that the outside of the envelope is directed to **Bettiann Cotter, Operations and Training Coordinator.**
8. **Other questions?** Lt. Pepin can be reached at 207-756-8353. You may also call Bettiann Cotter at 207-756-8306.

AUTHORITY TO RELEASE INFORMATION TO THE ISSUING AUTHORITY FOR THE  
PURPOSE OF EVALUATING INFORMATION SUPPLIED ON MY APPLICATION FOR A CONCEALED  
FIREARMS PERMIT UNDER 25 M.R.S.A. CHAPTER 252.

TO ALL LAW ENFORCEMENT AGENCIES, INCLUDING COURTS, BOTH WITHIN AND WITHOUT THE STATE OF MAINE:

I hereby authorize and direct you to release to the issuing authority or its representative any information in your possession or control concerning me pertaining to the following:

- (1) conviction data;
- (2) any criminal matter in which a formal charging instrument is now pending;
- (3) adjudication data relating to any juvenile offense which involves conduct which, if committed by an adult, would be a crime;
- (4) any juvenile matter in which a formal charging instrument is now pending involving any juvenile offense described in (3) above;
- (5) fugitive from justice status;
- (6) incidents of abuse of family or household members within the past five years;
- (7) drug abuse, drug addiction or drug dependency;
- (8) adjudication as an incapacitated person;
- (9) any mental disorder that causes me to be potentially dangerous to myself or others;
- (10) reckless or negligent conduct as defined by 25 M. R. S. A. § 2002(11) within the past five years;
- (11) information of record indicating that I have been convicted of or adjudicated as having committed a violation of Title 17-A, chapter 45 or Title 22, section 2383, or adjudicated as having committed a juvenile crime that is a violation of Title 22, section 2383 or a juvenile crime that would be defined as a criminal violation under Title 17-A, chapter 45 if committed by an adult; and
- (12) whether I am currently subject to an order of a Maine court or an order of a court in the United States or another state, territory, commonwealth or tribe that restrains me from harassing, stalking or threatening an intimate partner, as defined in 18 United States Code, Section 921(a), or a child of an intimate partner, or from engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to that intimate partner or the child.

TO ALL PRIOR ISSUING AUTHORITIES, BOTH WITHIN AND WITHOUT THE STATE OF MAINE:

I hereby authorize and direct you to release to the issuing authority or its representative any information of record in your possession or control concerning me pertaining to any previous issuances of refusals to issue and revocations of a permit to carry concealed firearms or other concealed weapons.

TO ALL MILITARY FORCES, BOTH STATE AND FEDERAL:

I hereby authorize and direct you to release the issuing authority named below or its representative any information in your possession or control concerning me pertaining to a dishonorable discharge from the military forces within the past 5 years.

TO THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES:

I hereby authorize and direct you to release to the issuing authority or its representative any information in your possession or control concerning me pertaining to being an illegal alien.

TO ALL ABOVE-ADDRESSED GOVERNMENTAL ENTITIES:

I hereby authorize and direct you to release to the issuing authority named below or its representative any information in your possession or control concerning me pertaining to the following:

- (1) my full name;
- (2) my full current address and addresses for the prior 5 years;
- (3) the date and place of my birth and my physical description;
- (4) my signature.

Should there be any question as to the validity of this release, you may contact me at the address and/or telephone number listed below.

DATE:	
APPLICANT'S FULL NAME INCLUDING MIDDLE NAME: (Typed or printed)	
APPLICANT'S FULL NAME: (Signature)	
DATE OF BIRTH OF APPLICANT:	
Mailing Address of Applicant:	
Telephone Number(s) of Applicant:	
E-mail Address of Applicant:	

Portland Police Department  
NAME OF ISSUING AUTHORITY

Lieutenant Clifford Strout  
NAME OF REPRESENTATIVE OF ISSUING AUTHORITY, IF ANY

INFORMATION OBTAINED PURSUANT TO THIS RELEASE IS CONFIDENTIAL TO THE EXTENT PROVIDED BY 25 M.R.S.A. § 2006 AND MAY NOT BE MADE AVAILABLE FOR PUBLIC INSPECTION OR COPYING BY THE ISSUING AUTHORITY UNLESS THE CONFIDENTIALITY IS WAIVED BY THIS APPLICANT BY WRITTEN NOTICE TO THE ISSUING AUTHORITY.

THIS ORIGINAL RELEASE AND ANY COPIES ARE VALID FOR A PERIOD OF FOUR MONTHS FROM THE DATE OF SIGNATURE OF THE APPLICANT.

**AUTHORIZATION TO RELEASE INFORMATION  
FOR THE PURPOSE OF APPLYING FOR A CONCEALED FIREARM PERMIT**

PRINT LEGIBLY OR TYPE

NAME OF APPLICANT: \_\_\_\_\_ DOB: \_\_\_\_\_

ALIAS AND/OR PRIOR NAME(S): \_\_\_\_\_

Pursuant to 25 MRSA §2003(1)(E)(1), I authorize the **Riverview Psychiatric Center** and the **Dorothea Dix Psychiatric Center** of the Department of Health and Human Services to disclose any record of whether I have ever been committed to the Riverview Psychiatric Center or the Dorothea Dix Psychiatric Center to the issuing authority:

Issuing Authority (individual): Lt. Clifford Strout  
Issuing Authority (organization): Portland Police Department  
Mailing Address: 109 Middle Street, Portland ME 04101  
Issuing Authority Fax #: 207-874-8521; Telephone # to verify receipt of fax: 207-874-8568 or 207-756-8353

**I understand that the information requested is protected by law and cannot be released without my written permission, unless otherwise specifically permitted by law. I understand that I have the right to review information and material prior to its release. I understand I have the right to revoke this authorization in writing at any time by contacting the issuing authority identified above. I understand that my refusal to sign this release will cause my application for a concealed weapons permit to be rejected. I understand that if the issuing authority receives an affirmative response to its inquiry, I may be asked to authorize the release of additional information to determine my eligibility for a concealed firearm permit. Information disclosed to the issuing authority pursuant to this release is confidential pursuant to 25 MRSA § 2006.**

**This authorization is effective for ninety (90) days following the date of my signature.**

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

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**APPLICANT: RETURN THIS FORM TO THE ISSUING AUTHORITY WITH YOUR PERMIT APPLICATION. RETAIN A COPY FOR YOUR RECORDS.**

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ISSUING AUTHORITY: Send completed form (or a copy) to Riverview Psychiatric Center (RPC) **AND** to Dorothea Dix Psychiatric Center (DDPC) by **one** of the following means:

1. Scan form and send via **e-mail** to: RPC: [RiverviewMedicalRecords@maine.gov](mailto:RiverviewMedicalRecords@maine.gov); and DDPC: [DorotheaDixMedicalRecords@maine.gov](mailto:DorotheaDixMedicalRecords@maine.gov) *OR*
2. **Fax** form to: RPC: (207) 287-7127; and DDPC: (207) 941-4029 *OR*
3. **Mail** the form, with a self-addressed stamped envelope to: RPC: 250 Arsenal St., Augusta, ME 04330, Attn. Health Information; and DDPC: PO Box 926, Bangor, ME 04401, Attn. Medical Records.

NOTICE TO ISSUING AUTHORITY: The RPC and DDPC will respond in the same manner in which you forward this form. However, if you fax the form, you must provide your telephone number so that the institution can verify your receipt of the return fax.

AG Form 6; Revised 2.07  
All previous versions of this form are obsolete.

**MAKE CHECK PAYABLE TO: CITY OF PORTLAND**



**STATE OF MAINE  
APPLICATION FOR PERMIT TO  
CARRY CONCEALED FIREARMS  
(Resident)**

NEW (\$35.00)     RENEWAL (\$20.00)  
  
 CHANGE OF ADDRESS (\$2.00)

**FOR OFFICE USE ONLY**

CHECK # \_\_\_\_\_ \$35.00    \_\_\_\_\_ \$20.00  
 LICENSE # \_\_\_\_\_ \$2.00  
 \_\_\_\_\_ ISSUE    \_\_\_\_\_ DENIED    DATE: \_\_\_\_\_  
 EXPIRATION DATE (IF ISSUED) \_\_\_\_\_  
 KNOWLEDGE OF HANDGUN SAFETY: \_\_\_\_\_

FULL NAME (First, Middle, Last)

PREVIOUS LEGAL NAMES, IF ANY (List month and year each name was given/assumed)

ALIASES, IF ANY (List year(s) used)

BIRTHDATE	BIRTHPLACE	CITIZEN (Y/N)	EYECOLOR	COLOR OF HAIR	HT	WT	SEX	RACE

MAILING ADDRESS (If different than legal residence)    CITY OR TOWN    STATE    ZIP CODE

FULL CURRENT RESIDENCE ADDRESS    CITY OR TOWN    STATE    ZIP CODE  
 (Street or Road Name, not P.O. Box)

LIST OF ALL ADDRESSES AT WHICH YOU HAVE LIVED AT ANY TIME DURING THE PAST FIVE (5) YEARS  
 (Street or Road, City/Town, State, Zip, Dates of residence)

LIST OF PREVIOUSLY ISSUED PERMITS TO CARRY CONCEALED FIREARMS OR OTHER CONCEALED WEAPONS BY ANY ISSUING AUTHORITY IN MAINE OR ANY OTHER JURISDICTION. For each permit previously issued, please identify the issuing authority (e.g. Massachusetts State Police; Portland P.D.; Town of Shapleigh, Selectmen) and the date the permit was issued.

LIST OF PREVIOUS REFUSALS TO ISSUE PERMIT TO CARRY CONCEALED FIREARMS OR OTHER CONCEALED WEAPONS BY ANY ISSUING AUTHORITY IN MAINE OR IN ANY OTHER JURISDICTION. For each refusal of a permit, please identify the agency that refused to issue the permit, and the date of refusal.

LIST OF PREVIOUS REVOCATIONS OR SUSPENSIONS OF FIREARMS PERMITS OR PERMITS TO CARRY CONCEALED FIREARMS OR OTHER CONCEALED WEAPONS BY ANY ISSUING AUTHORITY IN MAINE OR IN ANY OTHER JURISDICTION. For each revocation, please identify the agency or authority that revoked the permit and the date it was revoked or suspended.

**CIRCLE APPROPRIATE ANSWER AFTER EACH QUESTION.**

- a. Are you less than 18 years of age?----- YES NO
- b. Is there a formal charging instrument now pending against you in this state for a crime under the laws of this state that is punishable by imprisonment for a term of year or more?----- YES NO
- c. Is there a formal charging instrument now pending against you in any federal court for a crime under the laws of the United States that is punishable by imprisonment for a term exceeding one year? ----- YES NO
- d. Is there a formal charging instrument now pending against you in another state for a crime that, under the laws of the that state, is punishable by imprisonment for a term exceeding one year?----- YES NO
- e. If your answer to question (d) is “yes”, is that charged crime classified under the laws of that state as a misdemeanor punishable by a term of imprisonment of 2 years or less? ----- YES NO
- f. Is there a formal charging instrument pending against you in another state for a crime punishable in that state by a term of imprisonment of 2 years or less and classified by that state as a misdemeanor, but that is substantially similar to a crime that under the laws of this State is punishable by imprisonment for a term of one year or more? ----- YES NO
- g. Is there a formal charging instrument now pending against you under the laws of the United States, this State or any other state or the Passamaquoddy Tribe or Penobscot Nation in a proceeding in which the prosecuting authority has pleaded that you committed the crime with the use of a firearm against a person or with the use of a dangerous weapon as defined in Title 17-A, M.R.S.A. § 2 (9) (A)? ----- YES NO
- h. Is there a formal charging instrument now pending against you in this or any other jurisdiction for a juvenile offense that, if committed by an adult, would be a crime described in question (b), (c), (d) or (f) and involves bodily injury or threatened bodily injury against another person? ----- YES NO
- i. Is there a formal charging instrument now pending against you in this or any other jurisdiction for a juvenile offense that, if committed by an adult, would be a crime described in question (g)? ----- YES NO
- j. Is there a formal charging instrument now pending against you in this or any other jurisdiction for a juvenile offense that, if committed by an adult, would be a crime described in question (b), (c), (d) or (f), but does not involve bodily injury or threatened bodily injury against another person? ----- YES NO
- k. Have you ever been convicted of committing or found not criminally responsible by reason of insanity or mental disease or defect of committing a crime described in question (b), (c), (f) or (g)? ----- YES NO

- l. Have you ever been convicted of committing or found not criminally responsible by reason of insanity or mental disease or defect of committing a crime described in question (d)? -----** YES NO
- m. If your answer to question (l) is "yes," was that crime classified under the laws of that state as a misdemeanor punishable by a term of imprisonment of 2 years or less?-----** YES NO
- n. Have you ever been adjudicated as having committed a juvenile offense described in question (h) or (i)? -----** YES NO
- o. Have you ever been adjudicated as having committed a juvenile offense described in question (j)? -----** YES NO
- p. Are you currently subject to an order of a Maine court or an order of a court of the United States or another state, territory, commonwealth or tribe that restrains you from harassing, stalking or threatening your intimate partner, as defined in 18 United States Code, Section 921(a), or a child of your intimate partner, or from engaging in other conduct that would place your intimate partner in reasonable fear of bodily injury to that intimate partner or the child? -----** YES NO
- q. Are you a fugitive from justice?-----** YES NO
- r. Are you a drug abuser, drug addict or drug dependent person?-----** YES NO
- s. Do you have a mental disorder that causes you to be potentially dangerous to yourself or others?-----** YES NO
- t. Have you been adjudicated to be an incapacitated person pursuant to Title 18-A, Article V, Parts 3 and 4, and not had that designation removed by an order under Title 18-A, M.R.S.A. § 5-307 (b)? [Termination of incapacity, Probate Code; protection of persons under disability and their property] -----** YES NO
- u. Have you been dishonorably discharged from the military forces within the past 5 years?-----** YES NO
- v. Are you an illegal alien?-----** YES NO
- w. Have you been convicted in a Maine court of a violation of Title 17-A, M.R.S.A. § 1057 [possession of a firearm in an establishment licensed for on-premises consumption of liquor] within the past five (5) years?-----** YES NO
- x. Have you been adjudicated in a Maine court within the past five (5) years as having committed a juvenile offense involving conduct that, if committed by an adult, would be a violation of Title 17-A, M.R.S.A. § 1057 [criminal possession of a firearm in an establishment licensed for on-premises consumption of liquor]?-----** YES NO
- y. To your knowledge, have you been the subject of an investigation by any law enforcement agency within the past 5 years regarding the alleged abuse by you of family or household members?-----** YES NO

- z. Have you been convicted in any jurisdiction within the past 5 years of 3 or more crimes punishable by a term of imprisonment of less than one year or of crimes classified under the laws of a state as a misdemeanor and punishable by a term of imprisonment of 2 years or less? -----** YES NO
- aa. Have you been adjudicated in any jurisdiction within the past 5 years to have committed 3 or more juvenile offenses described in question (o)? -----** YES NO
- bb. To your knowledge, have you engaged within the past 5 years in reckless or negligent conduct [as defined at 25 M.R.S.A. § 2002(11)] that has been the subject of an investigation by a governmental entity?-----** YES NO
- cc. Have you been convicted in a Maine court within the past 5 years of any Title 17-A, chapter 45 drug crime?-----** YES NO
- dd. Have you been adjudicated in a Maine court within the past 5 years as having committed a juvenile offense involving conduct that, if committed by an adult, would have been a violation of Title 17-A, chapter 45? [Drugs offenses] -----** YES NO
- ee. Have you been adjudged in a Maine court to have committed the civil violation of possession of a useable amount of marijuana, butyl nitrite or isobutyl nitrite in violation of Title 22 M.R.S.A. § 2383 within the past 5 years?-----** YES NO
- ff. Have you been adjudicated in a Maine court within the past 5 years as having committed the juvenile crime defined in Title 15 M.R.S.A. § 3103 (1) (B) of possession of a useable amount of marijuana, as provided in Title 22 M.R.S.A. § 2383?-----** YES NO

[continued on next page]

**READ THE FOLLOWING CAREFULLY BEFORE SIGNING APPLICATION**

**BY AFFIXING YOUR SIGNATURE BELOW AS THE APPLICANT YOU:**

- A. Certify that the statements you have made on this application, and any documents you make a part of this application, are true and correct.**
- A-1. Certify that you understand that a “yes” answer to question (l) or (o) above is cause for refusal unless you are authorized to possess a firearm under Title 15 M.R.S.A. § 393.**
- A-2. Certify that you understand that a “yes” answer to question (p) is cause for refusal if the order of the court meets the preconditions contained in Title 15, M.R.S.A. § 393 (1) (D). If the order of the court does not meet the preconditions, the conduct underlying the order may be used by the issuing authority, along with other information, in judging good moral character under 25 M.R.S.A. § 2003 (4).**
- B. Certify that you understand that a “yes” answer to question number (a), (k), (n), or any of the questions numbered (q) through (x) above is cause for refusal.**
- B-1. Certify that you understand that a “yes” answer to one or more of the questions numbered (b) through (j), (m), (y), (z), or (aa) to (ff) above will be used by this issuing authority, along with other information, in judging good moral character under Title 25 M.R.S.A. § 2003 (4).**
- C. Certify that you will, that at the request of this issuing authority, take whatever action is required of you by law to allow this issuing authority to obtain from the Maine Department of Health and Human Services (limited to records of patient committals to Riverview Psychiatric Center and Dorothea Dix Psychiatric Center), the courts, law enforcement agencies, the military, the United States Citizenship and Immigration Services, and any prior issuing authority in this State or any other jurisdiction with which you have been involved, information relevant to the following:**
  - (1) The determination as to whether the information supplied on the application or any documents made a part of the application is true and correct;**
  - (2) The determination as to whether each of the additional requirements of Title 25 M.R.S.A. § 2003 has been met;**
  - (3) The determination as to whether, if you are currently a permit holder, such permit must be revoked under Title 25 M.R.S.A. § 2005; and**
  - (4) The determination as to whether, if you are otherwise eligible and reapplying following an earlier revocation of a permit, you are eligible to do so under Title 25 M.R.S.A. § 2005 or Title 17-A M.R.S.A. § 1057.**
- D. Certify that you understand that if fingerprints are required by this issuing authority in order to resolve any questions as to your identity, you will submit to being fingerprinted.**
- E. Certify that you understand that if a photograph is an integral part of the permit to carry concealed firearms adopted by this issuing authority, you will submit to being photographed for that purpose.**

- F. **Certify that you understand that you must demonstrate to this issuing authority a knowledge of handgun safety as required by Title 25 M.R.S.A. § 2003 (1) (E) (5), unless you demonstrate that you are exempted under that same statute.**
- G. **Certify that you have received a copy of the pamphlet entitled “LAWS RELATING TO PERMITS TO CARRY CONCEALED FIREARMS” (2005 edition).**
- H. **I understand that any false statements I make in this application or documents I make a part of this application may result in criminal prosecution pursuant to 25 M.R.S.A. § 2004 (1) and/or 17-A M.R.S.A. § 453, unsworn falsification.**

\_\_\_\_\_  
**Your Signature as Applicant**

\_\_\_\_\_  
**Date**

**ALL QUESTIONS MUST BE ANSWERED COMPLETELY  
AND THE APPLICATION FEE (\$35 FOR ORIGINAL  
APPLICATION, \$20 FOR RENEWAL APPLICATION,  
OR \$2.00 FOR CHANGE OF ADDRESS)  
MUST ACCOMPANY THIS APPLICATION OR  
THE APPLICATION WILL BE RETURNED.**