



Town of Mansfield Police Department

500.A East Street, Mansfield, Massachusetts 02048

*Police Chief
Ronald A. Sellon*

June 8, 2020

RE: Temporary changes to LTC appointment procedure due to COVID-19

Applicant;

In an effort to process License to Carry applications, Mansfield PD will resume in-person fingerprinting and photographing appointments beginning this week. Until superseded or rescinded, the following procedures will be in place for all LTC appointments due to the COVID-19 pandemic:

- Department personnel will wear goggles, N-95 masks, and gloves for the duration of the appointment.
- Applicants will wear a mask/face-covering for the duration of the appointment, with exception of the photograph, unless a medical condition precludes them from wearing one.
- Commonly-touched surfaces will be wiped cleaned between each appointment.
- The interview room will be fogged daily to further disinfect.
- Applicants are encouraged to bring their own pen and face-covering or will be given one or both to keep.
- Appointments will be scheduled at least 30 minutes apart to allow for proper cleaning and decrease the likelihood that more than one person will be in the station lobby at any one time. **Enter your cell phone number** when making the appointment. Wait in your car until you are called and told to come inside the station.

Appointments can be scheduled by visiting the Mansfield Police Department page at www.mansfieldma.com and clicking the Firearms Licensing link. Contact firearms@mansfieldma.com with any questions or special circumstances. Please provide 24-hour notice for cancellations. We are working through a significant amount of applications and want to proceed as efficiently as possible.