

## License to Carry Firearms Application Notice

As a result of the class action lawsuit in *Doe, et al. v. City of Philadelphia, et al.*, Philadelphia Court of Common Pleas Case No. 121203785, the City of Philadelphia (the “City”) has implemented some changes in its policies and practices regarding Licenses to Carry Firearms (“LTCF”) and other issues.

**Confidentiality:** Pursuant to 18 Pa.C.S. § 6111(i), all LTCF applicant information is confidential and not subject to disclosure, except to the applicant’s attorney, or any law enforcement and judicial personnel who are permitted by law to receive such information. An unlawful disclosure can result in civil damages in the amount of \$1,000 per occurrence or three times the actual damages incurred as a result of the violation, whichever is greater, as well as reasonable attorney fees. The City is implementing training of its appropriate employees to ensure that your information remains confidential and is not disclosed.

**Application:** There are several changes in relation to the Application

1. **References:** References are no longer necessary, as this would violate the confidentiality provision specified above. Even if you nonetheless decide to provide references, they will not be contacted.
2. **Citizenship:** Naturalization papers are no longer required. A valid U.S. Passport or other legal document reflecting your citizenship will be accepted.
3. **Expungements/Pardons:** If you obtained an expungement of or pardon from a charge or conviction, you may legally answer “No” to any question relating to whether you have been charged and/or convicted of any crime. Otherwise, you must answer “Yes.”
4. **Firearms:** The City cannot ask you if you own any firearms.
5. **Processing Time:** Your application must be processed within 45 calendar days, not business days. Therefore, if you applied on May 16, 2014, the City must make a decision on your application by June 30, 2014.
6. **Denials:** If you initially submitted \$20.00 with your application and you are denied, the City must return \$15.00 to you within 20 days.

**Post-Approval:** There are several changes to post-LTCF approval requirements:

7. **Disclosure to Law Enforcement:** You are not required to, although it is recommended by the City that you do, immediately disclose the pendency or existence of your LTCF and firearm during an interaction with law enforcement.
8. **Confiscation:** The City cannot confiscate your LTCF or firearm unless there is probable cause to believe that it is evidence of a crime. If your LTCF or firearm is confiscated, the officer will immediately provide you with a property receipt reflecting the officer’s name, badge number, and item(s) confiscated, including listing the LTCF number, the make/model and serial number, if applicable.

As stated above, these new policies are the result of litigation. If you believe any of these policies have been violated, you should contact an attorney. The Philadelphia Court of Common Pleas is retaining jurisdiction over the case until \_\_\_\_\_. Thereafter, any person who believes his/her rights have been violated because of any failure on the part of the City to follow these new policies and procedures must file a new lawsuit or other legal proceeding.