Maryland Handgun Permit Steps

JRS Firearm Safety Training

Preliminary Steps

1) Obtain MSP Certificate 29-14 from the instructor
2) Obtain Livescan fingerprint service: https://mdsp.maryland.gov/Organization/Pages/CriminalInvestigationBureau/LicensingDivision/Fingerprinting.aspx
   a) Wear and Carry fingerprint service should use these codes:
      i) **Agency Authorization Number: 9400082484**
      ii) **Agency ORI Number: MDMSP6000**
      iii) **Reason Fingerprinted: MD Public Safety Article, Section 5-305**
   b) Fingerprint services are here: https://www.dpscs.state.md.us/publicservs/fingerprint.shtml
   c) You'll need to scan or take a photo of the LiveScan Fingerprints receipt
3) Obtain photo 2x2 passport size and format with in the past 30 days
   a) Consider using https://tsg.phototool.state.gov/photo
4) Create an account at https://licensingportal.mdsp.maryland.gov/
   a) Login to account and select the "Start HGP"

The following Sections are for the HGP Application

Section #1 Application Information - this section is your demographics, residential & identification information. In this section, provide your PCN number from fingerprint receipt. This is provided by the company that did your Livescan fingerprinting.

Section #2 Handgun Permit Category - the MSP category that is most applicable to your application. Your answers will determine what 'proof' you must provide as explained later in "Additional Documents Required" section at the end.

1. Active or Former Law Enforcement
2. Personal Protection

This section will also allow you to say if you are exempt from the fee.

Fees and Number of Years Valid

1. Fee for your first application is $125
2. Your first permit is valid for 2 years.
3. When you renew, the cost is $75, and the renewed permit is valid for 3 years.

Section #3 Applicant Questionnaire

This section asks 14 questions that are like the federal forms when you purchase a handgun.

1. Have you ever been served with an ex-parte or protection order for domestic violence?
2. Have you ever been ARRESTED for a violation of any criminal law?
3. Have you ever been CHARGED for a violation of any criminal law?
4. Have you ever been CONVICTED for a violation of any criminal law?
5. Have you ever been served a criminal summons?
6. Are you currently on parole or probation or mandatory supervision?
7. Have you ever been confined or committed, including voluntary commitment, to a mental institution or hospital for treatment of a mental disorder or disorders?
8. Are you currently, or have you ever been, addicted to alcohol; or are you currently being treated for alcoholism?

9. Are you addicted to or have you ever been addicted to controlled dangerous substances?
10. Are you currently being treated, or have you ever been treated, for an addiction to controlled dangerous substances?
11. Have you ever been employed as a Police Officer? (Does not include being a Special Police Officer)
12. Has your handgun permit, license, certification, or registration in Maryland or any other state or jurisdiction ever been denied, suspended, revoked, or terminated?
13. Have you ever been a member of the United States Armed Forces? If you answered yes, you will need to attach a copy of your DD-214 as part of the application process.
14. Are you an armored car guard?
15. Reason for a Handgun Permit (Be Specific) highly recommend entering "**Personal protection and all lawful purposes**"

Provide a detailed explanation for all "Yes" responses by including the date, circumstances, and/or charge if applicable. You must attach OFFICIAL court dispositions and any other documents necessary to fully answer all questions to this application.

Section #4 Employment Details

Provide the details of where you've worked over the past 5 years.

1) Name of Employer
2) Employment Start Date
3) Employment End Date
4) Employer Address
5) Position/Job Duties
6) Supervisor's Name
7) Phone Number

Section #5 Domestic Relationship

List your closest domestic relationship such as current spouse, significant other, or cohabitant OR, if not applicable, any former spouse within the past 5 years.

1) If N/A check the box
2) Otherwise, Name
3) E-mail
4) Nature of relationship
5) Length of relationship
6) Phone number (note is show * as required but as soon as one is entered the other * disappear

During the investigation, the MSP may contact this person and ask them questions about your mental state, substance use (drugs and alcohol), and anger or any arguments. Nobody is perfect, occasional disagreements occur. Anything physical?

Section #6 References

Submit the names of at least 3 reputable citizens who have known you, the applicant, for more than two (2) years, and are not related in any way to you, the applicant.

1) Name
2) E-mail

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3) Street Address
4) Name of Employer
5) Residence phone number
6) Employer's phone number
7) Cellular Phone Number

Section #7 Documentation
Attach all required documentation:

1. Passport size photo, 2"x2", head & shoulder with a white background, full face, no hat, no dark glasses
2. Instructor names look up - for QHIC using instructor name "Smolenski, John"
3. Certificate of Handgun Training - the qualification score sheet (MSP 29-14) must be signed by a Qualified Handgun Instructor certified by the MSP
4. A copy of the Livescan receipt

Application Summary
Should indicate "Your Application is Complete." If not, the buttons allow one to navigate or "go back" to the specific section incomplete.

Enter First and Last name after the "I do declare …" text

Authorization of Release of Information
Read and check the box if you agree.

Last steps are to click the blue box at the bottom of the screen



You'll be notified via e-mail and if not disapproved, a HGP License Card you must have in your possession while carrying. You cannot wear and carry until you possess that card.

Feel free to call or text if you have any questions.

Thank you for participating in the Safety Training!
Good luck and stay safe!

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