



MARYLAND STATE POLICE

LICENSING PORTAL

USERS GUIDE

Version 1.0



Table of Contents

THE LICENSING PORTAL.....4
PURPOSE 4
ACCOUNT CREATION AND MANAGEMENT.....5
INTRODUCTION..... 5
YOUR USER ACCOUNT..... 5
CHANGING YOUR USERID OR PASSWORD..... 9
FORGOTTEN PASSWORD..... 11
CHANGING YOUR EMAIL ADDRESS..... 13
THE USER DASHBOARD14
APPLICATIONS TAB..... 14
MESSAGES TAB..... 16
ACCOUNT TAB..... 17
INTRODUCTION TO THE 77R-E18
APPLICATION TYPES 18
DEALER SALE - COMPLETING A FIREARM APPLICATION23
SELECTING APPLICATION TYPE 23
APPLICANT INFORMATION 24
DHMH RELEASE FORM 25
ENTERING YOUR HQL..... 27
HQL EXEMPTIONS 28
ATTESTATION QUESTIONS 31
SIGNING THE APPLICATION..... 33
SUBMITTING THE APPLICATION..... 34
CONFIRMATION EMAIL 35
VIEW THE APPLICATION..... 36
RESEND CONFIRMATION EMAIL 36
DEALER SALE - PURCHASING A FIREARM.....37
DEALER SALE 37
IDENTITY VERIFICATION..... 39
RE-ATTESTATION..... 40
WEAPON INFORMATION 41
SIGNATURE..... 44
ELECTRONIC PAYMENT 44
7 DAY WAITING PERIOD..... 47
DEALER SALE - WEAPON TRANSFER48
IDENTITY VERIFICATION 48
FIREARM VERIFICATION 49
SIGNATURE..... 50
SECONDARY SALE - COMPLETING A FIREARM APPLICATION51
SECONDARY SALE..... 51
DEMOGRAPHIC INFORMATION 51
DHMH RELEASE FORM 52
HQL OR HQL EXEMPTION..... 53
INFORMATION REQUIRED FROM SECONDARY SELLER..... 54



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

ATTESTATION QUESTIONS	55
SECONDARY SALE - PURCHASING A FIREARM.....	56
AT THE BARRACK.....	56
LAW ENFORCEMENT OFFICER INFORMATION	57
APPLICANT VERIFICATION.....	58
APPLICATION VERIFICATION	58
RE-ATTESTATION.....	59
TRANSFEROR INFORMATION	61
WEAPON ADD	62
SIGNATURE.....	63
ELECTRONIC PAYMENT	64
7 DAY WAITING PERIOD.....	66
SECONDARY SALE - WEAPON TRANSFER	66
SCHEDULING WEAPON TRANSFER.....	66
COMPLETING THE WEAPON TRANSFER.....	67



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

THE LICENSING PORTAL

PURPOSE

The purpose of this section of the User's Guide is to provide an overview of the Licensing Portal to the residents of Maryland who may be considering the purchase of a regulated firearm. The **Code of Maryland** defines the following firearm terms:

Public Safety Article, Section §5–101.

(h) (1) "Firearm" means:

(i) a weapon that expels, is designed to expel, or may readily be converted to expel a projectile by the action of an explosive; or

(ii) the frame or receiver of such a weapon.

(2) "Firearm" includes a starter gun.

(i) "Firearm applicant" means a person who makes a firearm application.

(j) "Firearm application" means an application to purchase, rent, or transfer a regulated firearm.

Public Safety Section §5–101, and subsequent Public Safety Section 5 information as of April 2016, can be found at:

<http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=gps§ion=5-101&ext=html&session=2016RS&tab=subject5>

This document will use the above terms as defined, and further, elaborate that a 'firearm application' is initiated by the use of the MSP 77R Form.



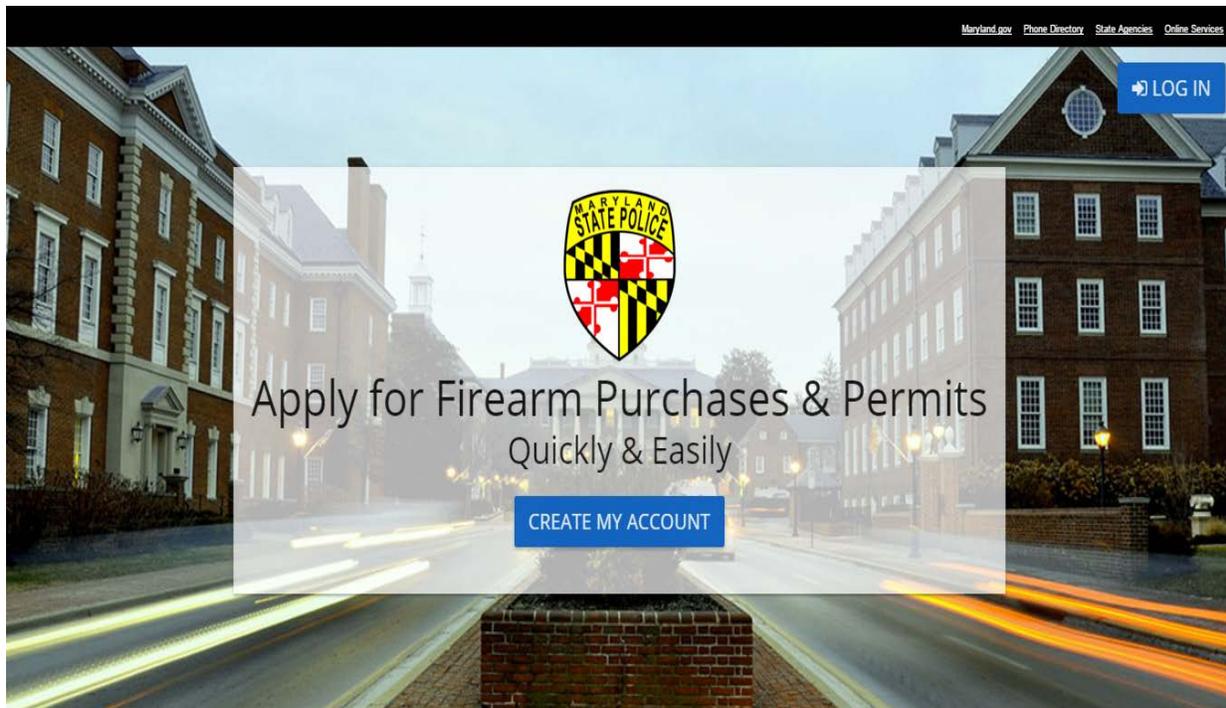
ACCOUNT CREATION AND MANAGEMENT

INTRODUCTION

Before you can begin your 77R-E application you will need to create an account. Creating your account assists us with verifying your identity and ensures the safety of your personal demographics. Below are step by step instructions for creating your user account.

Note: You do not need to create an account for every 77R-E application. Account creation only needs to be performed once.

YOUR USER ACCOUNT



From the homepage (shown above) of the 77R-E website, select the **“Create My Account”** button.

Upon selecting the **“Create My Account”** button, you will reach the Account Registration screen. This screen will allow you to enter all of your demographic information.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE



Account Registration

Please complete the registration form below to set up your account. The account is free, and all information entered into your account is kept secure and confidential.

Please note that you must have an email address to create an account.

Required fields marked with an asterisk (*)

First Name*	Middle Name	Last Name*	Suffix:* ▼
<hr/>			
Email*	Confirm Email*		
<hr/>			
Password*	Confirm Password*		
<hr/>			

[Password Requirements](#)

Once you have entered all of your information, select the **REGISTER** button to complete the registration process.



Registration Complete

Check your email inbox

Thank you for registering! We have sent you an email with a link to your new account. For security purposes, you must use this link the first time you access your account.

[RETURN HOME](#)



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Now that you have created your account, it needs to be verified and activated. An activation link will be sent to the email address provided during registration. An example is given below.

● Account Activation ★

● **admin@MSPBridge.gov**

Today at 9:35 AM ★

To Verification

Hello Katrice,

Welcome to the Maryland State Police Licensing Portal. Your new account has been created in our system, but requires activation before it can be used.

To activate your account, please click on the link provided below:

[Activate My Account](#)

If you believe you have received this email in error, please contact the Maryland State Police Licensing Division at [emailaddress@maryland.gov] or at 410.653.#### as soon as possible.

Thank you,

The Maryland State Police

Once you click on the **Activate My Account** link, your Licensing Portal account will be verified and ready to use.

The screenshot shows the top navigation bar of the Maryland State Police Licensing Portal. On the left is the Maryland State Police logo. To its right is the text "Maryland State Police Licensing Portal" and a blue "HOME" button with a house icon. On the right side of the navigation bar are links for "Maryland.gov", "Phone Directory", "State Agencies", and "Online Services". The main content area has a dark background with the text "Account Activated" in white. Below this is a yellow box containing the message: "Congratulations: your new account has been activated! Please click the Log In button, below, to access your personal Account Page." and a blue "LOG IN" button. At the bottom of the page is a blue link that says "RETURN HOME".

If you are ready to log into the MSP Licensing Portal system, click the [**LOG IN**] button. Enter your userID (the email address you used to register), and the password you used to create the account.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

By clicking the [START 77R-E APPLICATION], you will initiate a new application for a regulated firearm. The application process is explained later in this document.



Welcome, Katrice!

Use the menu below to start or continue an application, get status updates and other messages, manage your existing applications, or update your account settings and information.

[START 77R-E APPLICATION](#)

[APPLICATIONS](#)

[MESSAGES](#)

[ACCOUNT](#)



You don't have any saved applications.
Your saved, in-progress applications will show here.
Click the blue button above to start a new 77R-E application.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

CHANGING YOUR USERID OR PASSWORD

To change your password, you will first need to login to the 77R-E account.

Account Log In

User Name/Email
katrice.howard@maryland.gov

Password

LOG IN

No account yet? [Click here to register!](#)

[FORGOT PASSWORD?](#)

[RETURN HOME](#)

Once you’ve logged in, select the **“Account”** tab located to the right of the **“Messages”** tab.

Welcome, Katrice!

Use the menu below to start or continue an application, get status updates and other messages, manage your existing applications, or update your account settings and information.

START 77R-E APPLICATION

APPLICATIONS MESSAGES **ACCOUNT**

Katrice Howard

From the **“Account”** tab you will be able to change any of your account information or personal demographics. (ie. password, user name, driver’s license #, phone number, name etc.)



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

To change your password simply click on the **“Change Password”** button.

Maryland State Police Licensing Portal

Welcome, Katrice!
Use the menu below to start or continue an application, get status updates and other messages, manage your existing applications, or update your account settings and information.

START 77R-E APPLICATION

APPLICATIONS MESSAGES **ACCOUNT**

CHANGE USER ID / EMAIL CHANGE PASSWORD

A pop-up window will appear to guide you through changing your password.

ACCOUNT

Katrice Howard
User ID: lady_bear2002@yahoo.com

CHANGE USER ID / EMAIL CHANGE PASSWORD

First Name*
Katrice

Middle Name

Date of Birth
Social Security Number 10/23/1980

Driver's License State*
Maryland Driver's License #*
h640102938579

Home Phone
(493) 739 - 5583

SAVE CHANGES UNDO CHANGES

Change Password
Please enter a new password for your account.

Current Password

New Password

Confirm New Password

Password Requirements

Minimum 8 Characters.

Contains both letters and numbers.

CANCEL SUBMIT

You will be prompted to enter your Current Password, enter a New Password, and then Confirm New Password. Once you've entered the requested items, click the **“Submit”** button.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

FORGOTTEN PASSWORD

If you forget your password, you will need to reset it from the 77R-E login screen. Go to the Licensing Portal HOME page and click the [LOG IN] button. On the lower part of the login screen, below the login fields, click the **“FORGOT PASSWORD?”** link.

Maryland.gov Phone Directory State Agencies Online Services

Maryland State Police Licensing Portal

HOME

Account Log In

User Name/Email
katrice.howard@maryland.gov

Password

LOG IN

No account yet? [Click here to register!](#)

FORGOT PASSWORD?

RETURN HOME

You will now be prompted to enter your email address associated with your Portal account.

Forgot Password

Please enter the email address associated with your account below.
An email will be sent with a link to reset your password.

Email
katrice.howard@maryland.gov

SUBMIT

BACK

Remember, the email address entered here must be the one you entered upon account creation.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

When you submit the password change request, an email will be sent to the email address associated with your Portal account.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo on the left and links for Maryland.gov, Phone Directory, State Agencies, and Online Services on the right. Below the navigation bar, the page title is 'Maryland State Police Licensing Portal' with a 'HOME' button. The main content area displays the message 'Password Request Submitted' in a large font. Below this, a yellow box contains the text: 'Please check the email address associated with your account. An email has been sent with a link to reset your password.' At the bottom of the page, there are two links: 'RETURN HOME' and 'LOG IN'.

Check your email for the Account Request email. From the reset email message, click on the **Confirm Password Change** link.

The screenshot shows an email message in a list view. The email is from 'admin@MSPBridge.gov' and is titled 'Account Request'. The sender's name is 'admin@MSPBridge.gov' and the recipient is 'Verification'. The email was received 'Today at 8:57 AM'. The body of the email reads: 'Hello Katrice, Our records indicate that you are attempting to change your password. To complete this change, please click on the link below: [Confirm Password Change](#) If you believe you have received this email in error, please contact the Maryland State Police Licensing Division at [emailaddress@maryland.gov] or at 410.653.#### as soon as possible. Thank you, The Maryland State Police'. At the bottom of the email, there are links for 'Reply, Reply All or Forward | More'.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Reset Password

Please enter a new password for your account.

Password Requirements

- Minimum 8 Characters.
- Contains both letters and numbers.
- Contains at least one uppercase, and one lowercase letter.

User Name/Email	New Password	Confirm New Password
-----------------	--------------	----------------------

[RETURN HOME](#)

The link will bring you to the Reset Password page where you can now enter a new password. You will be asked for your userID/email address again, and then to enter your new password twice. Once all fields are filled, and meet the requirements given in the Reset Password box, you will be able to click the [SUBMIT] button.

CHANGING YOUR EMAIL ADDRESS

You may choose to update or change the email address associated with your account on the Licensing Portal.

Click the [**CHANGE USER ID/EMAIL**] button on the ACCOUNT tab.

Maryland State Police Licensing Portal

Welcome, Katrice!
Use the menu below to start or continue an application, get status updates and other messages, manage your existing applications, or update your account settings and information.

[START 77R-E APPLICATION](#)

APPLICATIONS MESSAGES **ACCOUNT**

Katrice Howard
User ID: lady_bear2002@yahoo.com

[CHANGE USER ID / EMAIL](#) [CHANGE PASSWORD](#)

Please note that a change to the email address will require your authentication at both the new email address and at the old that the change you are attempting is legitimate.

Any applications submitted under the old userID/email address will be automatically associated with the new email address after authentication has been completed.



THE USER DASHBOARD

After creating your UserID and logging into the Licensing Portal, the first screen you will see is Figure 1. If this is your first 77R-E, there won’t be anything listed under the **APPLICATIONS** tab. You can tell that you’re on the Applications tab by noting that the word ‘Applications’ is underlined on your screen, just below the **START 77R-E APPLICATION** button. In Figure 1, the user has two applications in progress.

As you can see, there are three tabs available – **APPLICATIONS**, **MESSAGES** and **ACCOUNT**. You can tell which tab you’re currently viewing by noting which label is underlined. In Figure 1, the underline is below **APPLICATIONS**, so the user is viewing the **APPLICATIONS** tab.

Application #	Status	Status Date ▾	Expiration
100042	Unsubmitted	03/16/2016	
100038	Submitted To Dealer	03/14/2016	

Figure 1

APPLICATIONS TAB

The **Application #** column provides the unique application number assigned to a 77R-E application when it is saved for the first time by a user.

The **Status** column provides the current status of the specific application as it moves through the submission, review and disposition process.

The **Status Date** column provides the date upon which a specific application changed status. Typically, changing status requires that someone has taken an action on the application – either the User, a licensed Maryland Firearms Dealer, or MSP Licensing Division.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

The **Expiration** column provides the date upon which a specific application will either be deleted from the system or set with an application status of Expired.

The buttons shown to the right of the applications – [**RESUME APPLICATION**] , [**DELETE APPLICATION**] , [**PRINT APPLICATION**] , and [**RESEND CONFIRMATION EMAIL**] – will be explained later in this document.

The first application listed here, Application 100042, is listed with a status of **Unsubmitted**. The Unsubmitted status means that the application is incomplete. The specific application has data fields that must be completed and questions that must be answered before the application may be submitted to the Application Queue.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo and the text "Maryland State Police Licensing Portal". Below the navigation bar, there is a welcome message: "Welcome, Christine! Use the menu below to start or continue an application, get status updates and other messages, manage your existing applications, or update your account settings and information." A blue button labeled "START 77R-E APPLICATION" is visible. Below the welcome message, there are three tabs: "APPLICATIONS", "MESSAGES", and "ACCOUNT". The "APPLICATIONS" tab is selected, and it displays a table of applications. The table has four columns: "Application #", "Status", "Status Date", and "Expiration". There are two rows of applications. The first row is for Application # 100042, with Status "Submitted To Dealer" and Status Date "03/23/2016". The second row is for Application # 100038, with Status "Submitted To Dealer" and Status Date "03/14/2016". To the right of each row, there are two buttons: "RESEND CONFIRMATION EMAIL" and "PRINT APPLICATION".

Application #	Status	Status Date	Expiration
100042	Submitted To Dealer	03/23/2016	
100038	Submitted To Dealer	03/14/2016	

The second application shown, Application 100038, is listed with a status of **Submitted to Application Queue**. This status indicates that the application has no blank fields and no unanswered questions. It has been submitted to the Application Queue and may be accessed by the applicant when he/she is ready to make their firearm purchase.

After an application is submitted to the Application Queue, the applicant may access that application at either a Dealer or Barrack location for the purchase of a regulated firearm. Once a firearm is selected, and the Dealer/Barrack portion of the application completed, it is submitted to Licensing Division for review. The status that will be shown at that time is **Submitted to Licensing Division**.

Applications located at Licensing Division will be accessed by MSP Licensing Division personnel for the purpose of performing the required background checks on the applicant. When an applicant background check is complete, and the applicant is either approved or prohibited/disapproved, Licensing Division assigns a final disposition to the application. The status that will be displayed in the Portal for that specific application at that time is **Final Disposition**.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

From the [APPLICATIONS](#) tab on this page, the user may also see the last time their applications changed status by looking at the Status Date column. This column tells the user the date when the specific application changed from **Unsubmitted** to **Submitted to Application Queue** to **Submitted to Licensing Division** to **Final Disposition**. This allows the user to track their applications through the submission, review and disposition (approval/disapproval) stages of a 77R-E.

The Expiration column contains the date upon which the specific application will expire and be either:

- (1) Deleted from the system because the application never went beyond the **Submitted to Application Queue** stage, or
- (2) Set to a status of **Expired** if/when the application has gone all the way through the review and approval process, but the applicant did not take possession of the firearm in question within the required 90 days after application final disposition.

Please note that applications that remain in an **Unsubmitted** status or in **Submitted to Application Queue** status for more than 180 days (approx. 6 months) are automatically deleted by the system.

MESSAGES TAB

When an application changes status, the applicant will receive an email confirmation of that status change sent at the email address used to register/create an account with the Licensing Portal system. The applicant will also receive a copy of that confirmation email online, under the [MESSAGES](#) tab. Figure 2 shows one message for this user.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo, the text "Maryland State Police Licensing Portal", and a "LOG OUT" button. Below the navigation bar, a welcome message reads "Welcome, Christine!" followed by instructions to use the menu below. A prominent blue button labeled "START 77R-E APPLICATION" is visible. Below this, there are three tabs: "APPLICATIONS", "MESSAGES" (which is selected and underlined), and "ACCOUNT". The "MESSAGES" tab displays a single message in a yellow box: "Application 100038 Status Update" dated "03/14/2016 01:38PM" with the text "Application has been submitted to the Licensing Dealer Portal." and an "ARCHIVE" button. Below the message box, there is a grey button labeled "ARCHIVED MESSAGES (0)". At the bottom of the page, there is a footer with contact information: "Contact Us Terms Of Use Privacy Disclaimer", "1201 Reisterstown Road, Pikesville, MD 21208", and "(410) 653.4200 | (800) 525.5555 | (410) 486.0677 (TDD)". Social media icons for Facebook, Twitter, and YouTube are also present.

Figure 2



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The user may choose to leave this message here, after it's been read, or click the ARCHIVE link to move the message to their ARCHIVED MESSAGES folder. In the Figure above, you can see that this user doesn't have any messages in their ARCHIVED MESSAGES folder, so the folder is grayed-out.

ACCOUNT TAB

A user may update or change their account information by accessing the [ACCOUNT](#) tab.

The screenshot shows the 'ACCOUNT' tab selected in a navigation menu with 'APPLICATIONS' and 'MESSAGES'. The user's name is Christine Weimer, with User ID: christine.weimer@maryland.gov. There are two buttons: 'CHANGE USER ID / EMAIL' and 'CHANGE PASSWORD'. The form contains the following fields:

First Name*	Middle Name	Last Name*	Suffix:*
Christine		Weimer	None ▼
Social Security Number	Date of Birth	Gender:	
	09/11/1970	Female ▼	
Driver's License State:*	Driver's License #*		
Maryland ▼	W560117496710		
Home Phone	Work Phone	Mobile Phone	
	(410) 653 - 4377		

At the bottom, there are two buttons: 'SAVE CHANGES' (with a checkmark icon) and 'UNDO CHANGES' (with a circular arrow icon).

Typically, accounts will be updated or changed for things like marriage or divorce, or for a phone number change.

You may choose to update or change the email address associated with your account on the Licensing Portal. Please note that a change to the email address will require your authentication at both the new email address and at the old that the change you are attempting is legitimate. Any applications submitted under the old userID/email address will be automatically associated with the new email address after authentication has been completed.

Instructions for changing your password are given earlier in this document.

When you are ready to begin your 77R-E application, you will need to be on the [APPLICATIONS](#) tab.



INTRODUCTION TO THE 77R-E

MSP has migrated from a paper-based 77R Form to an electronic form, the 77R-E, submitted via MSP’s website. The form is quick and easy to complete; just follow the directions given below under COMPLETING A 77R-E.

There are several types of firearms transactions that require the use of the 77R-E form. The MSP refers to each of them as an Application Type. While the most common Application Type is a Dealer Sale, wherein an individual goes to a retail store that sells regulated firearms and selects a weapon from that Dealer’s inventory, it may be useful to have a basic understanding of each Application Type available.

APPLICATION TYPES

1. Dealer Sale

This is the most common Application Type. This is when an applicant goes to a retail store that sells regulated firearms and selects a weapon, or weapons (if they are a designated collector), from a Dealer’s inventory.

HQL Requirement:	HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms:	1, unless applicant is a designated collector
Waiting Period:	7 days
Transfer Restriction:	Applicant must wait 30 days for transfer of next regulated firearm unless applicant is a designated collector
Location:	Dealer

2. Dealer Discount

On occasion, as determined individually by each Maryland Firearms Dealer, a Dealer may offer their customer a discount if the customer buys 2 regulated firearms on a single day. The customer may then complete a single application and pay a single application fee. The Dealer designated the Application Type to be a Dealer Discount and includes both regulated firearms on the application before submission of the application to Licensing Division. Upon approval of the application, the customer may pick up BOTH regulated firearms on the 8th day, but the customer is then restricted to waiting 60 days before taking possession of another regulated firearm.

HQL Requirement:	HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms:	2
Waiting Period:	7 days
Transfer Restriction:	Applicant must wait 60 days for transfer of next regulated firearm unless applicant is a designated collector
Location:	Dealer

3. Business/Similar Purpose



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Submitted by security companies, this Application Type is used for the purchase of a large number of firearms to outfit the security guard employees of the company. Security guard companies are required to register with the Maryland State Police, and applications of this type are verified against the Security Company record maintained by MSP Licensing Division.

HQL Requirement:	HQL required unless applicant qualifies for exemption; the applicant, in this case, is typically the owner of the security company in question
Max. # of Regulated Firearms:	No maximum
Waiting Period:	7 days
Transfer Restriction:	The applicant/business owner is not restricted in the transfer of his/her next regulated firearm
Dealer or Barrack:	Dealer

4. Collector Series

A collector series purchase occurs when a dealer has a boxed set, or some other collection type, that includes two or more weapons that may be, but are not required to be, sequentially serialized weapons or from the same manufacturer.

HQL Requirement:	HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms:	No maximum
Wait:	7 days
Transfer Restriction:	Applicant must wait 60 days for transfer of next regulated firearm unless applicant is a designated collector
Location:	Dealer

5. Law Enforcement Officer (for Official Duties)

With a “sales to law enforcement certification letter” on agency letterhead and signed by a person of authority within the individual’s department, a Law Enforcement Officer (LEO) may purchase a regulated firearm for official duties and take immediate possession of the regulated firearm.

LEOs buying a regulated weapon for personal use are subject to the same application and wait process as any Maryland citizen/resident, but are still exempt from the HQL requirement.

HQL Requirement:	No HQL required; LEO qualifies for exemption
Max. # of Regulated Firearms:	No maximum
Wait:	No wait
Transfer Restriction:	The applicant is not restricted or required to wait for transfer of their next regulated firearm
Location:	Dealer

6. Secondary Sale – Dealer Facilitated

A Secondary Sale occurs when a private seller and private buyer have agreed to the sale of a regulated firearm. Secondary Sales may be conducted through a regulated firearms Dealer. The buyer and seller



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

meet at the selected Dealer location with the handgun in question unloaded and in the trunk of the seller's car. Both enter the Dealer location and provide the Dealer with the buyer's application information. The Dealer accompanies the buyer and seller out to the car and verifies the firearm information, completes the Dealer section(s) of the 77R-E, enters the credit card information into the Licensing Portal for the \$10 fee, and submits the application to Licensing Division.

HQL Requirement: HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms: 1, unless applicant is a designated collector
Wait: 7 days
Transfer Restriction: Applicant must wait 30 days for transfer of next regulated firearm unless the applicant is a designated collector
Location: Dealer

7. Secondary Sale – Barrack Facilitated

A Secondary Sale occurs when a private seller and private buyer have agreed to the sale of a regulated firearm. Secondary Sales are most commonly done at a MSP Barrack location. The buyer and seller meet at their selected MSP Barrack with the handgun in question unloaded and in the trunk of the seller's car. They enter the Barrack and provide the Duty Officer (DO) with the buyer's application information. The DO accompanies the buyer and seller out to the car and verifies the firearm information (make, model, SN), completes that part of the application (in the role of dealer), enters the credit card information into the Licensing Portal for the \$10 fee, and submits the application to Licensing Division.

HQL Requirement: HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms: 1, unless applicant is a designated collector
Wait: 7 days
Transfer Restriction: Applicant must wait 30 days for transfer of next regulated firearm unless applicant is a designated collector
Location: Barrack

8. Estate Sale

An Estate Sale occurs when a packaged/bundled 'lot' of weapons is sold or auctioned. By regulation, the buyer is required to purchase the entire 'lot.' The buyer is required to complete a 77R-E application which is then facilitated through a regulated firearms Dealer.

HQL Requirement: HQL required unless the applicant qualifies for exemption
Max. # of Regulated Firearms: No maximum
Wait: 7 days
Transfer Restriction: Applicant must wait 30 days for transfer of next regulated firearm unless applicant is a designated collector
Location: Dealer

9. Inheritance



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

An inheritance occurs when weapons are transferred upon someone’s death.

HQL Requirement:	The recipient of the inheritance is not required to have an HQL
Max. # of Regulated Firearms:	No maximum
Wait:	No wait
Transfer Restriction:	The applicant is not restricted or required to wait for transfer of their next regulated firearm
Location:	Barrack or Dealer; or Neither if completed by the applicant with an Application Type of Inheritance and submitted directly to the MSP

10. Gift

Gifts may only be given between immediate family members. “Immediate family” is defined in statute as: spouse, child, mother, father, grandmother, grandfather, or grandchild. When this sale type is selected, the applicant/recipient must define their relationship to the seller/giver of the gift, e.g.:

As the recipient of the gift, I am the [spouse] of the giver of the gift.

A regulated firearm may not be purchased and immediately given to another individual (as a gift, or otherwise), as this is an example of a straw purchase and is illegal in Maryland. The recipient of the regulated firearm gift is required to register the regulated firearm gift by completing and submitting a 77R-E within 5 days receiving the regulated firearm gift.

HQL Requirement:	HQL required by both applicant/recipient and seller/giver unless each qualifies individually for exemption
Max. # of Regulated Firearms:	1, unless applicant is a designated collector
Wait:	Immediate transfer
Transfer Restriction:	Applicant/recipient must wait 30 days for transfer of next regulated firearm unless applicant is a designated collector
Location:	Barrack or Dealer, or Neither if completed by the applicant with an Application Type of Inheritance and submitted directly to the MSP

The MSP recommends the purchase of a gift card when gifting a new firearm.

11. Voluntary Registration

Voluntary registration is the registration of previously owned, regulated firearms. This is most commonly done when a person moves to Maryland from another state.

HQL Requirement:	No HQL required
Max. # of Regulated Firearms:	No maximum
Wait:	No wait
Transfer Restriction:	Applicant is not restricted in the transfer of their next regulated firearm
Location:	Neither; application is completed by the applicant with an Application Type of Voluntary Registration and submitted directly to the MSP



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

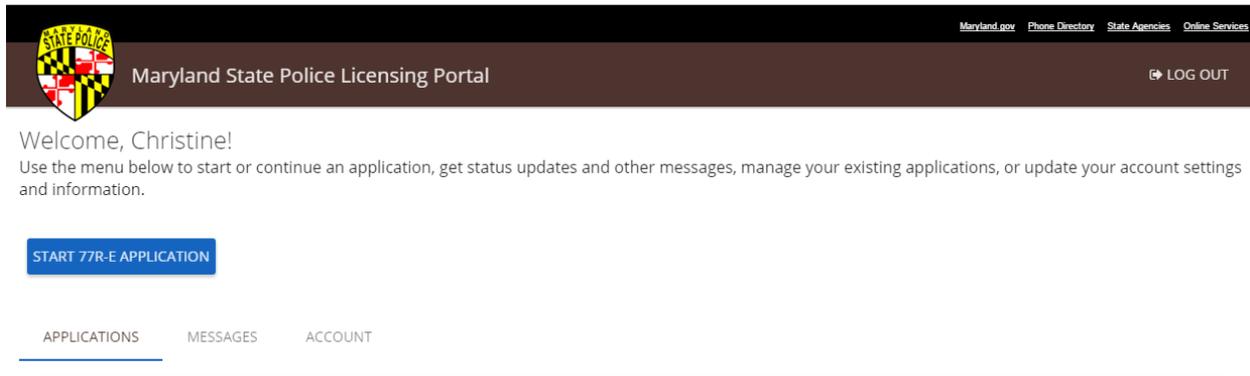
Dealer Sales are the most common type of regulated firearms transfer in Maryland. The electronic process for a Dealer Sale is explained in the table below.

ACTION OWNER	ACTION TAKEN
PART ONE: APPLICANT	1. The applicant creates their account on the Licensing Portal. The applicant logs in.
	2. The applicant clicks the [START 77R-E APPLICATION] button and fills out all fields marked with an asterisk or otherwise denoted as required.
	3. The applicant signs the application electronically and clicks the [SUBMIT] button to submit the application to the Application Queue.
PART TWO: FIREARMS DEALER	4. When the applicant goes to their Maryland Firearms Dealer of choice, and is ready to purchase a weapon from that Dealer, they supply the Dealer with their last name (the surname used when the application was submitted to the Application Queue) and the unique 77R-E application number.
	5. The Dealer logs into the MSP Licensing Portal and queries the system for the last name – application number combination provided, and if it exists in the Portal system, opens the specific application.
	6. The Dealer completes their portion of the specific application, completing the fields for the weapon selected by the applicant and reviewing the applicant’s Attestation Questions with them.
	7. The Dealer enters the applicant’s credit card information into the Licensing Portal system for the \$10 application fee required by the State for submission of an application to purchase a regulated firearm and submits the application to MSP Licensing Division.
PART THREE: MSP LICENSING DIVISION	8. MSP Licensing Division performs the required background checks on the applicant to determine whether or not the applicant is approved for or prohibited from the purchase of a regulated firearm.
	9. MSP Licensing Division assigns a final disposition to the application and an automated email goes to the applicant’s email address on record, notifying him/her of the disposition.
PART FOUR: FIREARMS DEALER	10. If approved, the applicant may then return to the selected Maryland Firearms Dealer to take possession of the weapon being purchased. The firearm is then transferred from the Dealer to the applicant, and both parties sign the application electronically to confirm the transaction is complete. Application disapproval will be explained later in this document.



DEALER SALE - COMPLETING A FIREARM APPLICATION

To begin an application, click on the **[START 77R-E APPLICATION]** button.



SELECTING APPLICATION TYPE

At the top of the 77R-E form screen are a series of questions designed to help set the Application Type correctly. The applicant should select the option that most closely matches what they are planning to do in regards to the purchase of a regulated firearm. For reference, available Application Types were defined earlier in this document.

DON'T WORRY! If you select the wrong Application Type, your chosen Firearms Dealer or Maryland State Police Barrack Duty Officer can change the Type before the application is officially submitted to the Maryland State Police Licensing Division for processing.

The questions regarding Application Type are shown in the next image.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The screenshot shows the top navigation bar of the Maryland State Police Licensing Portal. It includes the state police logo and the text "Maryland State Police Licensing Portal". Below this, there are two tabs: "My Information" (which is active) and "Information Release". The main content area is titled "Application Type*" and contains the instruction "Please select one." followed by six radio button options:

- I'm purchasing from a firearm or retail store (Dealer Sale)
- I'm purchasing a firearm from another person (Secondary Sale)
- I received the firearm as a gift(Gift)
- I own a firearm already, but I need to register it with the state (Voluntary Registration)
- I inherited the firearm(Inheritance)
- I'm applying for some other purchase type

APPLICANT INFORMATION

After selecting an Application Type, the applicant is required to complete a series of requests for his/her demographic information. Each field of required information is marked with a red asterisk: *

The screenshot displays the "Basic Information" section of the licensing portal, specifically the "Buyer / Transferee Information" form. The form contains the following fields and options:

- First Name***: Christine
- Middle Name***: [Empty] with a checkbox for "I have no middle name"
- Last Name***: Weimer
- Suffix***: None (dropdown menu)
- Maiden Name (if applicable)**: [Empty]
- Nick Name (if applicable)**: [Empty]
- Date of Birth***: 09/11/1970
- City of Birth***: [Empty]
- State Of Birth***: [Empty] (dropdown menu)
- Country of Birth***: [Empty] (dropdown menu)
- Street Address***: [Empty]
- Street Address 2**: [Empty]
- Town/City***: [Empty]
- State***: [Empty] (dropdown menu)
- Zip Code***: [Empty]
- County***: [Empty] (dropdown menu)
- Baltimore City Resident
- Enter at least one phone number.***
- Home Phone**: [Empty]
- Work Phone**: (410) 653 - 4377
- Mobile Phone**: [Empty]



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Eye Color* Hair Color* Height (Feet)* Height (Inches)*

Weight* Race* Gender*
Female

Social Security Number Driver's License State* Driver's License #*
Maryland W560117496710

Occupation*

Designated Collector* ⓘ
You must present your Designated Collector letter to the dealer when selecting a firearm for purchase.

Yes No

SAVE & EXIT APPLICATION NEXT

If you miss one of the required fields, the system will alert you when you click [NEXT] at the bottom of each screen.

SAVE & EXIT APPLICATION NEXT

You are missing required information on this page.

DHMH RELEASE FORM

After completing the first screen, you move on to the Information Release. As part of the background check process for purchase of a regulated firearm in Maryland, the State Police will query the Department of Health and Mental Hygiene (DHMH), regarding the presence of prohibitors recorded in their information systems. MSP does not see any part of your medical history.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

What MSP does, basically, is ask DHMH, “Does John Doe have any of the Maryland prohibitors in his mental health record?” And in return, MSP receives a “Yes” or a “No.”

The definition of ‘mental disorder,’ as defined by the State of Maryland, can be found on the Maryland General Assembly website under [General Health, Title 10 of the Code of Maryland](#).

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo on the left, the text "Maryland State Police Licensing Portal" in the center, and buttons for "SAVE & EXIT APPLICATION" and "LOG OUT" on the right. Below the navigation bar, a progress indicator shows "Step 2 of 4 Information Release". The main content area is titled "Information Release" and contains three paragraphs of text. The first paragraph states: "I, Christine Weimer, authorize the Department of Health and Mental Hygiene, or any other similar agency or department of another state, to disclose to the Department of State Police information limited to whether I suffer from a mental disorder as defined in §10-101(f)(2) of the Health-General Article and have a history of violent behavior against anyone; or whether I have been voluntarily admitted for more than 30 consecutive days or involuntarily committed to a facility or institution that provides treatment or services for individuals with mental disorders." The second paragraph states: "I acknowledge that this information will be used solely as part of the investigation required by Title 5, Subtitle 1 of the Public Safety Article, Annotated Code of Maryland, to determine my eligibility to possess a regulated firearm. In the event that my Application to purchase a regulated firearm is disapproved, I acknowledge that this authorization and any information obtained via this authorization may be used in any proceeding relating to the disapproval." The third paragraph states: "I further acknowledge that I may at any time, except to the extent that the Department of State Police has already taken action in reliance on it, revoke this authorization by submitting a request for revocation in writing. If not previously revoked, this authorization will terminate one year after the date I sign this Application or upon notification to me of the disapproval of this Application, whichever occurs first." At the top right of the page, there is a notification that says "Success! Save successful!" and a close button.

The online form will autopopulate the first name and last name entered on the previous page. At the bottom of the online form is a checkbox next to the wording:

I, firstname lastname, agree to the release of this information for the purposes of the above referenced investigation.

When you check the box indicating your agreement, the system will date and time stamp the online form. This serves as your digital signature.

I, Christine Weimer, agree to the release of this information for the purpose of the above referenced investigation

Release agreement signed on: 03/23/2016 02:01 PM

BACK

NEXT



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

ENTERING YOUR HQL

After digital signature of the DHMH Release comes entry of your HQL, or HQL Exemption, information.

If you do not qualify for an HQL Exemption, these exemptions are explained below, then you must enter your HQL information in order to proceed. More information on the HQL can be found on the MSP website, mdsp.maryland.gov, as well as on the General Assembly site, mgaleg.maryland.gov under Public Safety Article 5, §5–117.1.

In the field that begins with: HQL- you will enter your HQL number as shown on the HQL card you received from MSP. Because we've populated the entry field with HQL- , you only need to enter the number itself. The number on your card will begin with the year you received your HQL, followed by 6 digits.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a dark brown header with the Maryland State Police logo on the left and the text "Maryland State Police Licensing Portal" in the center. Below the header, there are three navigation tabs: "My Information", "Information Release", and "HQL Information". The "HQL Information" tab is currently selected and highlighted in a lighter gray. Below the tabs, the main content area is titled "Handgun Qualification License Information". A yellow callout box contains the following text: "Enter your Handgun Qualification License Number", "You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.", and "If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#)." Below this text, there is a label "Handgun Qualification License Number *" and a text input field with the placeholder text "HQL-".

When you enter an HQL number, you cannot also enter an HQL exemption. The option to select 'I qualify for an HQL Exemption' is grayed-out and may not be selected.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Maryland State Police Licensing Portal

Maryland.gov Phone Directory State Agencies Online Services

SAVE & EXIT APPLICATION LOG OUT

My Information Information Release HQL Information Questions

Handgun Qualification License Information

Enter your Handgun Qualification License Number

You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.
If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#).

Handgun Qualification License Number *

HQL-2014-123456

I qualify for an HQL Exception

Conversely, if you choose 'I qualify for an HQL Exemption,' the HQL number field is grayed-out and data may not be entered in that field, as shown below.

Maryland State Police Licensing Portal

Maryland.gov Phone Directory State Agencies Online Services

SAVE & EXIT APPLICATION LOG OUT

My Information Information Release HQL Information Questions

Handgun Qualification License Information

Enter your Handgun Qualification License Number

You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.
If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#).

Handgun Qualification License Number

HQL-

I qualify for an HQL Exception

HQL EXEMPTIONS

If you select 'I qualify for an HQL Exemption,' the available exemptions become visible and selectable. The first selection is for a licensed firearms manufacturer, as shown below.

Firearms Manufacturer



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

If you are a licensed firearms manufacturer, you may select this option and enter your Federal Firearms License (FFL) as documentation of your license. This information will be verified by the Maryland Dealer or MSP Barrack facilitating your weapon purchase/transfer.

When 'Licensed Firearms Manufacturer' is selected, the other exemption options are grayed-out and may not also be selected. The 'FFL Number' field is marked with a red asterisk and is required to proceed.

Exceptions to possession of the Handgun Qualification License:

Select the option that most accurately describes your reason for HQL exemption.

(Individuals deemed exempt must provide the proper documentation to a Regulated Firearms Dealer prior to purchasing a firearm.)

<input checked="" type="checkbox"/> Licensed Firearms Manufacturer
FFL Number*
<input type="checkbox"/> Current law enforcement officer or person retired in good standing from a law enforcement agency of the United States, the State, or a local law enforcement agency in the State
<input type="checkbox"/> Active member or retired member of the armed forces of the United States or National Guard

Law Enforcement Officer

The next HQL exemption option listed is for current law enforcement officers (LEO) or retired law enforcement in good standing.

When this option is selected, the other HQL Exemption selections are grayed-out and may not be chosen. Please note that, when the LEO option is selected, the applicant must provide the name of the department with whom they work(ed) and their ID Number; both fields are required and are marked with a red asterisk.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

Exceptions to possession of the Handgun Qualification License:

Select the option that most accurately describes your reason for HQL exemption.

(Individuals deemed exempt must provide the proper documentation to a Regulated Firearms Dealer prior to purchasing a firearm.)

Licensed Firearms Manufacturer

Current law enforcement officer or person retired in good standing from a law enforcement agency of the United States, the State, or a local law enforcement agency in the State

Department* ID #*

Active member or retired member of the armed forces of the United States or National Guard

Military

The third option is for active or retired military. This may be selected by members of the United States Military or members of the National Guard. When selected, the applicant is required to supply the name of their military Department and their Military ID Number; both fields are marked with a red asterisk.

Active member or retired member of the armed forces of the United States or National Guard

Department* Military ID #*

Person purchasing, renting, or receiving an antique, curio, or relic as defined in federal law or in determinations published by the Bureau of Alcohol, Tobacco, Firearms and Explosives

BACK

NEXT

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Curio or Relic

And the final HQL exemption option is for persons applying to purchase/transfer a curio or relic firearm as defined by federal law.

Unlike the previous options, this one is not verified by the Dealer or Barrack at this point in the application process. Later, when the Dealer or Barrack enters the firearm information – make, model, caliber, etcetera – curio/relic status can be



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

- Person purchasing, renting, or receiving an antique, curio, or relic as defined in federal law or in determinations published by the Bureau of Alcohol, Tobacco, Firearms and Explosives

BACK

NEXT

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ATTESTATION QUESTIONS

In the following section of the application, the applicant is asked a series of questions required by the State of Maryland to determine the applicant's eligibility to purchase a regulated firearm. The questions are directly related to actions and history that would cause an individual to be prohibited from owning a regulated firearm. Note the red asterisk by each question, indicating an answer to the question is required.

Maryland.gov Phone Directory State Agencies Online Services

Maryland State Police Licensing Portal

SAVE & EXIT APPLICATION LOG OUT

My Information Information Release HQL Information Questions

Attestation Questions

PAGE 1 PAGE 2 PAGE 3 PAGE 4 PAGE 5 SIGNATURE

1. Are you UNDER 21 years of age?*

Yes No

2. Are you participating in a **straw purchase** of a regulated firearm?*

Straw purchase means a transaction in which an individual uses another person, known as the straw purchaser, to complete the application to purchase a regulated firearm, take initial possession of that firearm and subsequently transfer that firearm to the first individual.

Yes No

If an applicant answers an attestation question in such a way that he/she is then prohibited, the Portal system will alert the applicant when they attempt to move to the next screen.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Attestation Questions

PAGE 1 PAGE 2 PAGE 3 PAGE 4 PAGE 5 SIGNATURE

1. Are you UNDER 21 years of age?*

Yes No

2. Are you a straw purchaser?
Straw purchase is the application to purchase a firearm by an individual who is not the intended recipient of the firearm.

Yes No

3. Have you ever been convicted of a crime of violence?*

If a truthful answer to this question is "yes," it is a violation of law for you to purchase or possess a firearm. Providing a false answer to any of these questions is a crime and may result in imprisonment and a fine. (DO NOT PROCEED)
This action will prohibit the applicant from purchasing a regulated firearm using this application form and will void the application completely.

Click "Confirm" to verify your answer. Click "Cancel" to go back to the screen.

It is important for the applicant to not only read the question, but to read the detail provided under the question. The  included by many of the questions provides additional explanation or definition of terms used in the question, as shown in the definition pop-up below.

Felony

A serious criminal offense, punishable by imprisonment for more than one year or death.

Note that if the DOB you entered when you created your account indicates that you are over 30, questions 9-11 are automatically set to N/A:



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

9. If you are under 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for any violation classified as a felony in Maryland if committed by an adult?*

Yes No N/A

10. If you are under 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for any violation classified as a misdemeanor in Maryland that carries a maximum penalty of more than 2 years if committed by an adult?*

IT DOES NOT MATTER WHAT SENTENCE YOU ACTUALLY RECEIVED, EVEN IF YOU ONLY RECEIVED PROBATION.

Yes No N/A

BACK

NEXT

As you answer the questions and click [NEXT], the page number tabs at the top of the screen increment forward as shown here:

PAGE 1

PAGE 2

PAGE 3

PAGE 4

PAGE 5

SIGNATURE

On question 23, if you indicated on the first screen of demographic information that you are a Designated Collector, the answer is auto-set to N/A.

23. If you are NOT a designated collector: Have you purchased a regulated firearm within the past 30 days?*

Yes No N/A

24. If a regulated firearm is lost or stolen, the owner of the regulated firearms shall report the loss or theft to the local law enforcement agency with in 72 hours after the owner first discovers the loss or theft.*

THE OWNER MUST ALSO NOTIFY ANY SUBSEQUENT RECIPIENT OF THE FIREARM OF THIS REQUIREMENT.

I Agree

BACK

NEXT

SIGNING THE APPLICATION



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When you reach the signature page, type your name, First Name and Last Name, in the spaces provided. The first and last names entered here must match what was entered on the first screen of demographic information.

Attestation Questions

PAGE 1 PAGE 2 PAGE 3 PAGE 4 PAGE 5 SIGNATURE

NOTICE: 7-Day Waiting Period. A dealer or other person may not sell, rent, transfer, or purchase a regulated firearm until after 7 days following the time a firearm application is forwarded to the Maryland State Police. Applications must be forwarded to the Maryland Department of State Police (MDSP) by a licensed firearm dealer or a designated law enforcement agency.

Signature of Buyer / Transferee

I certify under the penalty of perjury that the information contained in this Application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

Name of Buyer / Transferee

First Name* Last Name*

BACK SUBMIT

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When the applicant enters their First Name and Last Name, the application is date/time stamped.

SUBMITTING THE APPLICATION

The application is now ready to be submitted the Application Pool. When you click the [SUBMIT] button, the application is saved for you to access when you’re ready to purchase a regulated firearm at a licensed firearms retailer or via a person-to-person transfer.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

Signature of Buyer / Transferee

I certify under the penalty of perjury that the information contained in this Application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

Name of Buyer / Transferee

First Name* Last Name*
Christine Weimer

Application signed on: 03/23/2016 02:20 PM

BACK

SUBMIT

After you’ve clicked [SUBMIT], the Portal system will drop you back on your User Dashboard, as shown below. You will get a confirmation notice in the upper right of your screen that confirms successful submission, and the application will appear on your Applications tab.

Success! Your application was submitted successfully! ✕

Maryland State Police Licensing Portal LOG OUT

START 77R-E APPLICATION

APPLICATIONS MESSAGES ACCOUNT

Application #	Status	Status Date ▾	Expiration
100046	Submitted To Dealer	03/24/2016	RESEND CONFIRMATION EMAIL PRINT APPLICATION
100042	Submitted To Dealer	03/23/2016	RESEND CONFIRMATION EMAIL PRINT APPLICATION
100038	Submitted To Dealer	03/14/2016	RESEND CONFIRMATION EMAIL PRINT APPLICATION

CONFIRMATION EMAIL

You will also receive an email sent to the email address used to create your Portal account. This email is important! It contains two critical pieces of information – your application number and your PIN for that specific application. You will need both of these things when you move forward with a handgun purchase.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

Application Submitted Inbox x Print Image

admin@mspbbridge.gov May 9 (8 days ago) Star Reply Dropdown

to me ▾

Hello Christine,

Your application has been successfully submitted to the State Police Licensing Portal Application Queue. Your application number is: [2016000093](#).

The Personal Identification Number (PIN) for this application is: 6920.

You will need this PIN to continue the application process, so please have it with you when you are ready to continue. Please be aware that the PIN is unique to each application.

If you believe you have received this email in error, please contact the Maryland State Police Licensing Division at misp_automation@maryland.gov or at [410.653.4500](tel:410.653.4500) as soon as possible.

Thank you,

The Maryland State Police

VIEW THE APPLICATION

After submission to the Application Pool, the application may be opened in a read-only mode by the applicant, via their User Dashboard.

Effective October 1, 2013, a person may not purchase, rent, or receive a handgun unless they possess a valid Handgun Qualification License (HQL) issued by the Secretary of the Maryland Department of State Police or qualify for an exemption status.

Section 1

Handgun Qualification License Number: 2014-123456

Exceptions to possession of the Handgun Qualification License:
(Individuals deemed exempt must provide the proper documentation to a Regulated Firearms Dealer prior to purchasing a firearm)

Licensed Firearm Manufacturer. Verification: _____

Current law enforcement officer or person retired in good standing from a law enforcement agency of the United States, the State, or a local law enforcement agency in the state. Department: _____ ID#: _____

Active member or retired member of the armed forces of the United States or National Guard. Branch: _____ ID#: _____

Person purchasing, renting, or receiving an antique, curio, or relic as defined in federal law or in determination published by the Bureau of Alcohol, Tobacco, Firearms and Explosives.

You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.

Section 2

1. Are you UNDER 21 years of age?	No
2. Are you participating in a straw purchase of a regulated firearm?	No
3. Have you ever been convicted of a crime of violence?	No
4. Have you ever received probation before judgment (PBJ) for a crime of violence?	No
5. Have you ever received probation before judgment (PBJ) in a domestically related crime?	No
6. Have you ever been convicted in Maryland or elsewhere of a felony ?	No

RESEND CONFIRMATION EMAIL



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Also, if you lose your confirmation email, you can resend it to the email address on file by clicking [RESEND CONFIRMATION EMAIL] on your User Dashboard.

Welcome, Christine!
Use the menu below to start or continue an application, get status updates and other messages, manage your existing applications, or update your account settings and information.

Success! Email sent! ✕

START 77R-E APPLICATION

APPLICATIONS MESSAGES ACCOUNT

Application #	Status	Status Date ▾	Expiration
100042	Submitted To Dealer	03/23/2016	
100038	Submitted To Dealer	03/14/2016	

DEALER SALE - PURCHASING A FIREARM

Regulated firearms in Maryland are most commonly purchased/transferred in one of two ways – the purchase of a weapon from a licensed firearm retailer, or the purchase of a weapon from an individual citizen seller. We call the first one a Dealer Sale, and the second a Secondary Sale. These terms are defined in more detail earlier in this document.

DEALER SALE

When you are ready to purchase a regulated firearm, and you intend to do so from a licensed firearms Dealer in Maryland, accessing your application at your selected retail store will require providing the Dealer with two pieces of information – your 77R-E application number, and your last name. The last name must be the same as appears on the application you created and submitted to the Application Pool earlier.

In the following Dealer Sale scenario, the applicant is at their selected licensed firearm Dealer and is ready to purchase a Smith & Wesson M&P in 9mm Luger.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo on the left and links for 'Maryland Law', 'Phone Directory', 'State Agencies', and 'Online Services' on the right. Below the navigation bar, the text 'Maryland State Police Licensing Portal' is displayed, along with 'SETTINGS' and 'LOG OUT' buttons. The main content area shows 'ABC Guns · ID: 123456' and the address '1111 Main Street, Bowie, MD 21111 · (410) 653-4377'. A navigation menu includes 'SEARCH', 'SUBMITTED APPLICATIONS', 'FINAL DISPOSITIONS', 'ARCHIVED APPLICATIONS', and 'MESSAGES'. The 'SEARCH' option is selected, leading to an 'Application Search' form. This form has two input fields: 'Application #' and 'Applicant Last Name*', both with asterisks indicating they are required. A blue 'SEARCH' button is located below the input fields.

When you arrive at the retail store and have selected your handgun, the salesperson will ask you for your last name and application number in order to query the Licensing Portal system and pull up your application from the Application Pool.

The image above is the Portal screen the salesperson sees uses to enter that information.

Then, the salesperson enters his/her own information, as shown below, so that all parties involved are able to identify who assisted you with the transaction.

The screenshot shows the Maryland State Police Licensing Portal interface for salesperson information entry. At the top, there is a navigation bar with the Maryland State Police logo on the left and links for 'Maryland.gov', 'Phone Directory', 'State Agencies', and 'Online Services' on the right. Below the navigation bar, the text 'Maryland State Police Licensing Portal' is displayed, along with 'RESEND APPLICANT PIN', 'CANCEL APPLICATION', and 'LOG OUT' buttons. The main content area shows 'Salesperson' as the current step in a process, with other steps being 'Applicant Verification', 'Application Verification', 'Firearm Information', and 'Signatures'. Below this, the text 'Application #2016000093 — Christine Weimer' is displayed. The 'Salesperson' section has a form with four input fields: 'Last*', 'First*', 'Middle', and 'Suffix'. The 'Last*' field contains the text 'Darth' and the 'First*' field contains the text 'Vader'. Below the input fields, there are two buttons: 'CANCEL' and 'NEXT'.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The salesperson will ask you for your Driver's License and your Handgun Qualification License (HQL), if you are required to have an HQL, or for your HQL Exemption Documentation, if you are exempt from the HQL requirement.

IDENTITY VERIFICATION

The information you entered, first name, last name, HQL or Exemption, DL #, Date of Birth and Address, when you filled out the application form are displayed for the Dealer to review and verify against your Driver's License and HQL/Exemption. The Dealer verifies each piece of data given on this screen and marks each as reviewed and correct by selecting each check box.

Salesperson Applicant Verification Application Verification Firearm Information Signatures

Application #2016000093 — Christine Weimer

Applicant Verification

Verify the applicant's information from their driver's license and HQL, if applicable.

<input type="checkbox"/> Name*	Christine Weimer	EDIT
<input type="checkbox"/> HQL*	2014-123456	EDIT
<input type="checkbox"/> Driver's License*	Maryland, W123456789011	EDIT
<input type="checkbox"/> Date of Birth*	09/05/1969	EDIT
<input type="checkbox"/> Address*	1234 Main Street, Bowie, Maryland, 20715	EDIT

[BACK](#) [NEXT](#)

If there are minor discrepancies between the information on the screen and your Driver's License and HQL, the Dealer may exercise his discretion in making small changes. This is provided as a convenience to the Buyer, allowing the Buyer to utilize the application already submitted rather than being required to submit a new one with the minor data issues corrected. Any changes made by the Dealer here are logged, should there be any issues later.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Application #2016000093 — Christine Weimer

Applicant Verification

Verify the applicant's information from their driver's license and HQL, if applicable.

<input checked="" type="checkbox"/> Name*	Christine Weimer	EDIT			
<input checked="" type="checkbox"/> HQL*	2014-123456	EDIT			
<input checked="" type="checkbox"/> Driver's License*	Maryland, W123456789011	EDIT			
<input checked="" type="checkbox"/> Date of Birth*	09/05/1969	EDIT			
<input type="checkbox"/> Address*	Address* 1234 Main Street	Address 2 City* Bowie	State* Maryland	Zip Code* 20715	SAVE
CANCEL					

[BACK](#) [NEXT](#)

When you filled out the application and submitted it to the Application Pool, and you anticipated making your weapon purchase from a retail firearms store, the type of sale chosen was very likely Dealer Sale. There are, in fact, several types of 'Dealer Sales,' as explained earlier in this document. If the transaction you are making qualifies for any of the specific sale types, the Dealer/salesperson will set the application type appropriately here.

Application #2016000093 — Christine Weimer

Application Verification

[QUESTIONS](#) [BASIC INFORMATION](#) [INFORMATION RELEASE](#) [HQL INFORMATION](#)

Application Type*

<input checked="" type="radio"/> Dealer Sale	<input type="radio"/> Business/Similar Purpose
<input type="radio"/> Secondary Sale	<input type="radio"/> Law Enforcement
<input type="radio"/> Gift	<input type="radio"/> Estate Sale
<input type="radio"/> Voluntary Registration	<input type="radio"/> Dealer Discount
<input type="radio"/> Inheritance	<input type="radio"/> Collector Series

RE-ATTESTATION

After the sale type is set correctly, the applicant is asked to re-attest to the questions answered when you submitted the application to the Application Pool. This is required because, between the time the application is completed initially and the time the application is used for the purchase of a regulated firearm, the answer to one or more of the questions may have changed.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

You will be asked to review the answers you provided previously and identify if any of your answers have changed from a NO to a YES.

Attestation Questions

Applicant Re-attestation at Time of Purchase

1. Are you UNDER 21 years of age? *

Yes No

ANSWER HAS CHANGED TO 'YES'

2. Are you participating in a **straw purchase** of a regulated firearm? *

Yes No

ANSWER HAS CHANGED TO 'YES'

Straw purchase means a transaction in which an individual uses another person, known as the straw purchaser, to complete the application to purchase a regulated firearm, take initial possession of that firearm and subsequently transfer that firearm to the first individual.

3. Have you ever been convicted of a crime of violence? *

Yes No

ANSWER HAS CHANGED TO 'YES'

The term crime of violence means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, §386 of the Code; mayhem as previously proscribed under former Article 27, §384 of the Code; murder in the first or second degree; rape in the first or second degree; robbery; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; an attempt to commit any of the crimes listed above; or assault with intent to commit any of the crimes listed above or assault with intent to commit a crime punishable by imprisonment for more than 1 year.

If none of your answers have changed from NO to YES, you will be asked to supply your application PIN number to certify/sign your re-attestation and check the box marked: All Answers Are Unchanged.

Signature of Buyer / Transferee

I certify under the penalty of perjury that the information contained in this Application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

Name of Buyer / Transferee

First Name* Last Name*

Christine Werner

Application signed on: 05/09/2016 at 2:07PM

Re-attestation
Please provide applicant's PIN to re-attest the accuracy of their original answers to the above questions.

Buyer / Transferee PIN Number*

All Answers Are Unchanged*

BACK NEXT

The Dealer then clicks [NEXT].

WEAPON INFORMATION

Here, the salesperson enters the required information for the weapon you have selected, a Smith & Wesson M&P 9mm.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Maryland State Police Licensing Portal

Application #201600093 — Christine Weimer
Firearm Information

+ ADD FIREARM

New / Used	Make / Model	Quantity
 No firearm records have been entered. Click "Add Firearm" to add a firearm to the application.		

BACK NEXT

The required fields are shown in the image below.

Application #201600093 — Christine Weimer
Firearm Information

Is the firearm*

New Used

Type:* Semi-automatic ▾
Make:* Smith & Wesson ▾
Model:* M&P ▾
Caliber:* 9mm Luger (9mm Parabellum) (9x19mm) ▾

Barrel Length (inches)*
4.25

Finish:* Blue ▾
Country of Origin* United States (US) ▾

Serial #* 8675309
Confirm Serial #* 8675309

ADD SERIAL

Then the salesperson is required to answer weapon questions related to the Maryland Handgun Roster.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

Handgun Roster:

Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions
 Certification Letter; this exempts the applicant from the 1 handgun every 30 day restriction
 Inheritance
 Voluntary; applicant lived in MD prior to Oct 1, 2013 and now they want to register a firearm not listed on the roster.
 Lower Receivers
 Short Barreled Rifle/Short Barreled Shotgun
 Weapon manufactured pre 1985

Was the handgun manufactured after January 1, 1985?*

Yes No

If it was manufactured after January 1, 1985 is it listed on the handgun roster?*

Yes No

External Safety Lock:

A dealer may not sell, offer for sale, rent, or transfer a handgun manufactured on or before December 31, 2002, unless the handgun is sold, offered for sale, rented, or transferred with an approved external safety lock.

If the handgun was manufactured on or before December 31, 2002, was it sold, offered for sale, rented, or transferred with an approved external safety lock?*

Yes No Manufactured after December 31, 2002

Integrated Mechanical Safety Device:

A dealer may not sell, offer for sale, rent, or transfer a handgun manufactured on or after January 1, 2003, unless the handgun is sold, offered for sale, rented , or transferred with an approved integrated mechanical safety device.

If the handgun was manufactured on or after January 1 , 2003, was it sold, offered for sale, rented, or transferred with an approved integrated mechanical safety device?*

Yes No

[CANCEL](#) [SAVE](#) [SAVE & ADD ANOTHER](#)

If you are certified as a Maryland Designated Collector, the Dealer/salesperson may enter more than one handgun as part of a regular Dealer Sale by clicking the [SAVE & ADD ANOTHER] button. If the transaction will include a single handgun, the Dealer may click the [NEXT] button here and move on to the next screen.

Maryland State Police Licensing Portal

[Maryland.gov](#) [Phone Directory](#) [State Agencies](#) [Online Services](#)

RESEND APPLICANT PIN
CANCEL APPLICATION
LOG OUT

Salesperson
Applicant Verification
Application Verification
Firearm Information
Signatures

Application #2016000093 — Christine Weimer

Firearm Information

+ ADD FIREARM

New / Used	Make / Model	Quantity	EDIT	REMOVE
New	Smith & Wesson M&P	1	EDIT	REMOVE

BACK NEXT



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

SIGNATURE

When the weapon information is complete, both the Applicant and the Dealer provide a signature. The applicant again provides his/her PIN as signature, and the Dealer enters their information.

Application #2016000093 — Christine Weimer

Signatures / Certification of Buyer / Transferee and Seller / Dealer

I certify under the penalty of perjury that the information contained in this form is true and accurate to the best of my knowledge and belief.

Sign Upon Application Completion

Applicant Unique PIN#*

Dealer / Transferor*

[BACK](#) [PAY & SUBMIT TO MARYLAND STATE POLICE](#)

Once the application is signed by both Applicant and Dealer, the Portal system will prompt the Dealer for payment of the application fee. Payment must be provided via credit card.

ELECTRONIC PAYMENT

The State of Maryland uses eGovernment payment processor NIC (<http://www.egov.com>) for secure credit card transactions online.

Signatures / Certification of Buyer / Transferee and Seller / Dealer

I certify under the penalty of perjury that the information contained in this form is true and accurate to the best of my knowledge and belief.

Sign Upon Application Completion

Applicant Unique PIN#*

6020

Dealer / Transferor*

Darth Vader, ABC Guns

[BACK](#) [PAY & SUBMIT TO MARYLAND STATE POLICE](#)

Payments processed by NICS Maryland GovPay

The Dealer will click [PAY & SUBMIT TO MARYLAND STATE POLICE] to make the electronic payment and submit it and the application to the Maryland State Police.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The credit card holder information is entered, as shown below.

The screenshot shows a web form for entering customer information. The form includes fields for First Name (Christine), Last Name (Weimer), Address (1234 Bubblegum Way), Address 2, City (Annapolis), State (MD - Maryland), ZIP/Postal Code (21111), Phone, and Email (christine.weimer@maryland.gov). A green 'Next' button is visible at the bottom right of the form. To the right of the form is a 'Transaction Summary' box showing 'MSP Payment (2016000093)' for '\$10.00' and a total of '\$10.00'. Below that is a 'Need Help?' section with the text 'Please complete the Customer Information Section'.

And then the credit card number, expiration and CVV is entered for the \$10 application fee.

The screenshot shows the 'Payment Info' section of the web form. It includes fields for Credit Card Number, Credit Card Type (with icons for MasterCard, Visa, Discover, and American Express), Expiration Month (dropdown menu), Expiration Year (dropdown menu), Security Code (with a help icon), and Name on Credit Card. A green 'Next' button is at the bottom right, and a 'Cancel' button is at the bottom left. To the right is the same 'Transaction Summary' box as in the previous screenshot, showing the \$10.00 payment. Below it is the 'Need Help?' section with the text 'You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.'



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The Dealer clicks the [Submit Payment] button.

The screenshot shows a payment confirmation page. At the top left is the 'niG' logo with the tagline 'the people getting itGovernment'. The page is divided into several sections:

- Customer Information:** Includes fields for Address (Christine Weimer, 1234 Bubblegum Way, Annapolis, MD 21111), Phone, Country (United States), and Email Address (christine.weimer@maryland.gov). There is an 'Edit' button next to the address field.
- Payment Info:** Includes fields for Credit Card (Visa ****1111, Exp. 06/2020) and Name on Credit Card (Bugs Bunny). There is an 'Edit' button next to the credit card field.
- Transaction Summary:** A table showing 'MSP Payment (2016000093)' for '\$10.00' and a total 'Transaction Summary' of '\$10.00'.
- Need Help?:** A section with the text: 'Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.'

At the bottom of the form are two buttons: 'Cancel' and 'Submit Payment'.

The Dealer is taken back to their Licensing Portal home screen.

The screenshot shows the home screen of the Maryland State Police Licensing Portal. At the top left is the Maryland State Police logo. The header includes the text 'Maryland State Police Licensing Portal' and navigation links for 'Maryland Law', 'Phone Directory', 'State Agencies', and 'Online Services'. There are also buttons for 'SETTINGS' and 'LOG OUT'. The main content area displays the user's information: 'ABC Guns - ID: 123456' and '1111 Main Street, Bowie, MD 21111 • (410) 653-4277'. Below this is a navigation menu with links for 'SEARCH', 'SUBMITTED APPLICATIONS', 'FINAL DISPOSITIONS', 'ARCHIVED APPLICATIONS', and 'MESSAGES'. The 'SEARCH' link is highlighted. A yellow box titled 'Application Search' contains two input fields: 'Application #' and 'Applicant Last Name*', both with asterisks indicating they are required. A blue 'SEARCH' button is located below the input fields.

Your application has now been submitted to the Maryland State Police Licensing Division for review. You will receive confirmation of submission and confirmation of the electronic payment at the email address on record.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

7 DAY WAITING PERIOD

In the State of Maryland, citizens applying for the purchase of a regulated firearm are required to wait 7 days before ownership of the weapon changes hands from Dealer (or previous owner) to Buyer. This provides time for the Maryland State Police to perform a thorough background check on the Buyer and to then assign a final disposition to the application.



DEALER SALE - WEAPON TRANSFER

As stated previously, Maryland has a 7 day waiting period for citizens applying for the purchase of a regulated firearm.

On the 8th day after the application is submitted to Licensing Division by the Dealer or Barrack, the applicant will receive an email at the email address on record with notification of their application's final disposition.

A disposition of Not Disapproved means that you have been approved for purchase of the specified weapon in the application.

A disposition of Disapproved means that you have not been approved for purchase of the specified weapon. You may contact the Maryland State Police for more information on the disapproval; no details will be provided in the notification email.

When you return to your firearms Dealer, your salesperson will need your application number and last name again to access your Not Disapproved application.

IDENTITY VERIFICATION

Once they've accessed your application, they are required to verify your identity again to confirm they are transferring the weapon to the individual named on the application. Verification is done via your Driver's License, though your salesperson may also ask to see your HQL again, if applicable.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo on the left, the text "Maryland State Police Licensing Portal" in the center, and several action buttons on the right: "LICENSING RECHECK" (highlighted in yellow), "RESEND APPLICANT PIN", "CANCEL APPLICATION", and "LOG OUT". Below the navigation bar is a progress indicator with four steps: "Salesperson", "Applicant Verification" (the current step, highlighted in a light gray arrow), "Firearm Verification", and "Signatures".

The main content area displays the application details: "Application #2016000080 — Christine Weimer" and "Forward Date: 05/09/2016". Below this, the section is titled "Applicant Verification" and includes the instruction: "Verify the applicant's information from their driver's license and HQL, if applicable." A note states: "If you believe there is an error in the information, click 'Licensing Recheck' to send the application back for correction and approval. Processing time is 1-2 business days. If you need the application expedited, please call 800-525-5555 to make a request."

The verification form consists of four rows, each with a checkbox on the left and a text field on the right:

<input type="checkbox"/> Name*	Christine Weimer
<input type="checkbox"/> Driver's License*	Maryland, W123456789011
<input type="checkbox"/> Date of Birth*	09/05/1969
<input type="checkbox"/> Address*	1234 Main Street , Bowie, Maryland, 20715

At the bottom of the form, there are two buttons: "BACK" and "NEXT" (highlighted in blue).



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

FIREARM VERIFICATION

After verification of your identity, the Dealer/salesperson will verify the weapon information. This involves matching the Make, Model, Serial Number, etcetera, from the physical weapon in their retail inventory against the Make, Model, Serial Number, etcetera, noted in the 77R-E application. See below for an example.

Firearm Verification

If you believe there is an error in the information, click "Licensing Recheck" to send the application back for correction and approval. Processing time is 1-2 business days. If you need the application expedited, please call 800-525-5555 to make a request.

<p>AMT or IAI/AMT — .44 Magnum, .17 Aguila</p> <p>New Firearm</p> <p>Type: Semi-automatic</p> <p>Serial: TSDGDSGS</p> <p>Barrel Length: 6.00</p> <p>Finish: Aluminum</p> <p>Country: Angola (AO)</p> <p><input type="checkbox"/> I Have verified this firearm</p> <p><input type="checkbox"/> I Have given the customer an external locking mechanism for this firearm</p>	<p>Amadeo Rossi S.A. — Eagle 6, .378 Weatherby Magnum</p> <p>New Firearm</p> <p>Type: Revolver</p> <p>Serial: 8788-HG</p> <p>Barrel Length: 7.25</p> <p>Finish: Nickel</p> <p>Country: Austria (AT)</p> <p><input type="checkbox"/> I Have verified this firearm</p> <p><input type="checkbox"/> I Have given the customer an external locking mechanism for this firearm</p>
---	--

All that remains after weapon verification, to complete the weapon transfer, is the applicant’s and Dealer’s digital signatures.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

SIGNATURE

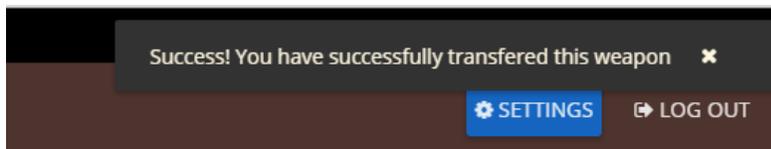
Signature by the applicant requires providing the Dealer with the unique PIN associated with this specific application.

As explained in the application submission process earlier in this document, the application PIN is included in the confirmation email you received when you submitted the application to the Portal Application Pool.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo on the left and links for Maryland.gov, Phone Directory, State Agencies, and Online Services on the right. Below the navigation bar, there are several buttons: LICENSING RECHECK (highlighted in yellow), RESEND APPLICANT PIN, CANCEL APPLICATION, and LOG OUT. A secondary navigation bar contains tabs for Salesperson, Applicant Verification, Firearm Verification, and Signatures (which is currently selected). The main content area displays "Application #2016000080 — Christine Weimer" and "Forward Date: 05/09/2016". Below this, there is a section titled "Signatures / Certification of Buyer / Transferee and Seller / Dealer" with a yellow highlighted box containing the text: "I certify under the penalty of perjury that the information contained in this form is true and accurate to the best of my knowledge and belief." Underneath this box, there are labels for "Sign Upon Application Completion", "Applicant Unique PIN#*" (with an input field), and "Seller / Dealer" (with an input field). At the bottom of the form, there are two buttons: "BACK" and "COMPLETE TRANSFER".

If you've forgotten your PIN, or need it re-sent to you, the Dealer can click [RESEND APPLICANT PIN] at the top of the screen to email it to you. The email will go to the email address on record as part of your Portal account.

Once the PIN and Dealer signature are completed, the Dealer may click the [COMPLETE TRANSFER] button to date and timestamp the transfer of the weapon from his inventory to yours. The Dealer will receive a confirmation of success in the upper right corner of his Portal screen.





SECONDARY SALE - COMPLETING A FIREARM APPLICATION

Regulated firearms in Maryland are most commonly purchased/transferred in one of two ways – the purchase of a weapon from a licensed firearm retailer, or the purchase of a weapon from an individual citizen seller. We call the first one a Dealer Sale, and it is explained in detail earlier in this document. The second type is called a Secondary Sale.

Much of the information collected is the same as a Dealer Sale, or any other application type, and in general, the submission and purchase process are the same as well. For the sake of brevity, only the differences in process will be explained in detail as we go on.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo on the left and links for Maryland.gov, Phone Directory, State Agencies, and Online Services on the right. Below the navigation bar, there are buttons for 'SAVE & EXIT APPLICATION' and 'LOG OUT'. A horizontal menu below the navigation bar includes 'My Information', 'Information Release', 'HQL Information', 'Secondary Sale', and 'Questions'. The 'Secondary Sale' option is highlighted. The main content area is titled 'Application Type*' and contains a form with the instruction 'Please select one.' and six radio button options: 'I'm purchasing from a firearm or retail store (Dealer Sale)', 'I'm purchasing a firearm from another person (Secondary Sale)', 'I received the firearm as a gift (Gift)', 'I own a firearm already, but I need to register it with the state (Voluntary Registration)', 'I inherited the firearm (Inheritance)', and 'I'm applying for some other purchase type.' The 'Secondary Sale' option is selected.

SECONDARY SALE

When you are ready to purchase a regulated firearm, and you intend to do so from a private seller who does not have a Maryland Firearms License, you will create your Portal user account and begin your 77R-E in basically the same way as detailed above.

DEMOGRAPHIC INFORMATION

You will be asked to complete data entry of your demographic information, if it's not already in the Portal system from a previous application.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Basic Information
Buyer / Transferee Information

First Name*	Middle Name*	Last Name*	Suffix*
Christine	Tester	Weimer	None
<input type="checkbox"/> I have no middle name			
Maiden Name (if applicable)	Nick Name (if applicable)		
Date of Birth*	Country of Birth*	City of Birth*	State Of Birth*
09/04/1969	United States	Bowie	Maryland
Street Address*	Street Address 2		
1234 Main Street			
Town/City*	State*	Zip Code*	County*
Bowie	Maryland	20715	Prince George's County
<input type="checkbox"/> Baltimore City Resident			

DHMH RELEASE FORM

And you will need to sign a DHMH Release form, as shown below.

My Information Information Release HQL Information Secondary Sale Questions

Information Release

I, Christine Weimer, authorize the Department of Health and Mental Hygiene, or any other similar agency or department of another state, to disclose to the Department of State Police information limited to whether I suffer from a mental disorder as defined in §10-101(f)(2) of the Health-General Article and have a history of violent behavior against anyone; or whether I have been voluntarily admitted for more than 30 consecutive days or involuntarily committed to a facility or institution that provides treatment or services for individuals with mental disorders.

I acknowledge that this information will be used solely as part of the investigation required by Title 5, Subtitle 1 of the Public Safety Article, Annotated Code of Maryland, to determine my eligibility to possess a regulated firearm. In the event that my Application to purchase a regulated firearm is disapproved, I acknowledge that this authorization and any information obtained via this authorization may be used in any proceeding relating to the disapproval.

I further acknowledge that I may at any time, except to the extent that the Department of State Police has already taken action in reliance on it, revoke this authorization by submitting a request for revocation in writing. If not previously revoked, this authorization will terminate one year after the date I sign this Application or upon notification to me of the disapproval of this Application, whichever occurs first.

I, Christine Weimer, agree to the release of this information for the purpose of the above referenced investigation

Release agreement signed on: 05/27/2016 09:00 AM



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

HQL OR HQL EXEMPTION

The Portal system will then ask for your HQL Number or your HQL Exemption.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo on the left and links for Maryland.gov, Phone Directory, State Agencies, and Online Services on the right. Below this is a dark blue header with the text "Maryland State Police Licensing Portal" and two buttons: "SAVE & EXIT APPLICATION" and "LOG OUT". A secondary navigation bar contains five tabs: "My Information", "Information Release", "HQL Information" (which is highlighted), "Secondary Sale", and "Questions". The main content area is titled "Handgun Qualification License Information" and contains a yellow box with the following text: "Enter your Handgun Qualification License Number. You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt. If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#)." Below this is a form field labeled "Handgun Qualification License Number *" with the value "HQL-2014-999999" entered. At the bottom of the form is a checkbox labeled "I qualify for an HQL Exemption" with a blue question mark icon. Below the form are two buttons: "BACK" and "NEXT".

Here is where the application process is different!

With a Dealer Sale, there are dozens of retail firearms dealers out there to choose from. You may or may not know, at the time you submit your application to the Application Pool, from which Dealer you will be purchasing your regulated firearm.

However, with a Secondary Sale, chances are you've identified the one person from whom you will be buying your firearm. In a Secondary Sale, you've selected your private seller, typically prior to completing a 77R-E.

Because this is the case, the Portal system requires that you have a few pieces of information about your seller in order to submit the application.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

INFORMATION REQUIRED FROM SECONDARY SELLER

The information you are required to have about your private seller includes their: first name, last name, middle initial, gender, a phone number and an email address.

The screenshot shows a web form titled "Transferor (Seller) Information" for "Secondary Sales and Gifts Only". The form is set against a light yellow background and includes the following fields and sections:

- Navigation:** A dark blue header bar with tabs for "My Information", "Information Release", "HQL Information", "Secondary Sale" (selected), and "Questions".
- Title and Subtitle:** "Transferor (Seller) Information" followed by "For Secondary Sales and Gifts Only".
- Instruction:** "The name listed below is the seller or transferor of the weapon."
- Form Fields:**
 - Two input fields: "Driver's License Number" and "Social Security Number".
 - Name fields: "Last*", "First*", "Middle*", and "Suffix:" (dropdown menu).
 - A checkbox labeled "Seller has no middle name".
 - Address fields: "Street Address", "Town/City", "State" (dropdown menu), and "Zip Code" (dropdown menu).
 - Personal info fields: "Date of Birth", "Race", and "Gender*" (dropdown menu).
 - Phone fields: "Home Phone" and "Work Phone".
 - Email fields: "Email*" and "Confirm Email*", both with red error messages "Email is required" below them.
- Buttons:** "BACK" and "NEXT" buttons at the bottom center.

Most Secondary Sales are completed at an MSP Barrack location. The remaining non-mandatory fields of information will be completed by the Duty Officer at the Barrack later in the process.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

ATTESTATION QUESTIONS

After completing the few required fields of information on your private seller, you will be asked a series of Attestation Questions. Each question must be answered in order to move forward to the next page or part of your application.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a dark blue header with the Maryland State Police logo on the left, the text "Maryland State Police Licensing Portal" in the center, and two buttons on the right: "SAVE & EXIT APPLICATION" and "LOG OUT". Below the header is a navigation bar with five tabs: "My Information", "Information Release", "HQL Information", "Secondary Sale", and "Questions". The "Questions" tab is currently selected and highlighted. Below the navigation bar, the page title "Attestation Questions" is displayed. A breadcrumb trail shows "PAGE 1", "PAGE 2", "PAGE 3", "PAGE 4", "PAGE 5", and "SIGNATURE", with "PAGE 1" being the active page. The main content area contains three questions, each with radio button options for "Yes" and "No":

1. Are you UNDER 21 years of age? *
 Yes No
2. Are you participating in a **straw purchase** of a regulated firearm? * ⓘ
 Yes No
Straw purchase means a transaction in which an individual uses another person, known as the straw purchaser, to complete the application to purchase a regulated firearm, take initial possession of that firearm and subsequently transfer that firearm to the first individual.
3. Have you ever been convicted of a crime of violence? *
 Yes No
The term crime of violence means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, §386 of the Code; mayhem as previously proscribed under former Article 27, §384 of the Code.

At the end of the Attestation Questions comes the applicant's signature. By signing here, you are certifying that the information contained in the application is true and accurate.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

My Information Information Release HQL Information Secondary Sale Questions

Attestation Questions

PAGE 1 PAGE 2 PAGE 3 PAGE 4 PAGE 5 SIGNATURE

NOTICE: 7-Day Waiting Period. A dealer or other person may not sell, rent, transfer, or purchase a regulated firearm until after 7 days following the time a firearm application is forwarded to the Maryland State Police. Applications must be forwarded to the Maryland Department of State Police (MDSP) by a licensed firearm dealer or a designated law enforcement agency.

Signature of Buyer / Transferee

I certify under the penalty of perjury that the information contained in this Application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

Name of Buyer / Transferee

First Name*	Last Name*
Christine	Weimer

Application signed on: 05/27/2016 01:45 PM

BACK SUBMIT

Your application, once signed with your first name and last name, will be date and timestamped.

Click **[SUBMIT]** to submit the application to the Application Pool.

SECONDARY SALE - PURCHASING A FIREARM

As stated previously, most Secondary Sales are facilitated by a law enforcement officer with the Maryland State Police at a Barrack location, or at MSP Headquarters. The process is very similar to that of Dealer Sale, with a few exceptions.

It is recommended that you call your selected Barrack to make an appointment for processing of your 77R-E. Having an appointment will save you and your Seller time because the Duty Officer on duty at your selected Barrack will be available and ready for you when you arrive, barring any emergencies.

AT THE BARRACK

In the following scenario, you've selected the Annapolis Barrack to facilitate the transfer of a Heckler & Koch P2000 in 9mm Luger from your private Seller, Mickey Mouse. You've made your appointment with Trooper Clark Kent who will be on duty that day.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

Both you and your Seller enter the Barrack and meet Trooper Kent. Trooper Kent will ask you for your Application Number and your Last Name in order to look up the application in the Portal System.

Maryland State Police Licensing Portal

Annapolis · ID: Y
123 Main Street, Annapolis, MD 21401 · (410) 260-9999

SEARCH SUBMITTED APPLICATIONS FINAL DISPOSITIONS ARCHIVED APPLICATIONS MESSAGES

Application Search

Application #*
2016000197

Applicant Last Name*
Weimer

Weimer
Chrome Autofill settings...

SEARCH

LAW ENFORCEMENT OFFICER INFORMATION

The Trooper facilitating the weapon transfer between the Secondary Seller and Buyer enters his/her First Name, Last Name and Badge Number.

Maryland State Police Licensing Portal

RESEND APPLICANT PIN

Salesperson Applicant Verification Application Verification Secondary Sale Firearm

Application #2016000197 — Christine Weimer

Law Enforcement Officer Info

Last* First* Middle Suffix Badge #

CANCEL NEXT



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

APPLICANT VERIFICATION

The Trooper will need to verify the identity of the applicant. In order to do that, he/she will ask the applicant for their HQL, or HQL Exemption documentation, and their Driver's License or State Issued ID.

Applicant Verification

Verify the applicant's information from their driver's license and HQL, if applicable.

<input type="checkbox"/> Name*	Christine Weimer
<input type="checkbox"/> HQL*	2014-123456
<input type="checkbox"/> Driver's License*	Maryland, W123456789011
<input type="checkbox"/> Date of Birth*	09/05/1969
<input type="checkbox"/> Address*	1234 Main Street, Bowie, Maryland, 20715

[BACK](#) [NEXT](#)

As each piece of application information is verified, the corresponding box next to it must be marked to confirm the information provided by the Portal matches the identification provided to the Trooper in person.

APPLICATION VERIFICATION

Application Verification

[QUESTIONS](#) [BASIC INFORMATION](#) [INFORMATION RELEASE](#) [HQL INFORMATION](#)

Application Type*

<input type="radio"/> Dealer Sale	<input type="radio"/> Business/Similar Purpose
<input checked="" type="radio"/> Secondary Sale	<input type="radio"/> Law Enforcement
<input type="radio"/> Gift	<input type="radio"/> Estate Sale
<input type="radio"/> Voluntary Registration	<input type="radio"/> Dealer Discount
<input type="radio"/> Inheritance	<input type="radio"/> Collector Series

At this point in the process, the Trooper has the ability to change the Application Type if the one currently selected isn't the most appropriate option.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

RE-ATTESTATION

In the old, paper process, the applicant attested to their answers related to criminal history on the same day as the weapon purchase. In the Portal, the applicant may submit their application to the Application Pool days, even weeks, before arriving at the Barrack to take the next step in their purchase process. Because this is the case, the applicant is required to ‘re-attest’ to the answers provided in their application.

If any of the original answers provided at the time the application was filled out have changed from NO to YES, the applicant is required to alert the Trooper during re-attestation. The Trooper will click the corresponding ANSWER HAS CHANGED TO YES next to that question.

Attestation Questions	Applicant Re-attestation at Time of Purchase	
1. Are you UNDER 21 years of age? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	ANSWER HAS CHANGED TO 'YES'
2. Are you participating in a straw purchase of a regulated firearm? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	ANSWER HAS CHANGED TO 'YES'
<small>Straw purchase means a transaction in which an individual uses another person, known as the straw purchaser, to complete the application to purchase a regulated firearm, take initial possession of that firearm and subsequently transfer that firearm to the first individual.</small>		
3. Have you ever been convicted of a crime of violence? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	ANSWER HAS CHANGED TO 'YES'
<small>The term crime of violence means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, §386 of the Code; mayhem as previously proscribed under former Article 27, §384 of the Code; murder in the first or second degree; rape in the first or second degree; robbery; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; an attempt to commit any of the crimes listed above; or assault with intent to commit any of the crimes listed above or assault with intent to commit a crime punishable by imprisonment for more than 1 year.</small>		

Please be aware that a YES answer to most of the attestation questions may prohibit you from the purchase of a regulated firearm. It is critical that the answers to these questions are truthful and correct.

If your answers remain NO, you will be asked to digitally sign the application at this point.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Your re-attestation signature requires the unique PIN provided to you at the time you filled out this specific application. The PIN was included in the email you received when you submitted the application to the Application Pool. If you've forgotten your PIN, the Trooper can send it to you again via email.

The PIN confirmation email will go to the email address on file in the Portal. You cannot have the confirmation email sent to any other email address.

Signature of Buyer / Transferee

I certify under the penalty of perjury that the information contained in this Application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

Name of Buyer / Transferee

First Name*

Christine

Last Name*

Weimer

Application signed on: 05/26/2016 at 3:52PM

Re-attestation
Please provide applicant's PIN to re-attest the accuracy of their original answers to the above questions.

Buyer / Transferee PIN Number*
9187

All Answers Are Unchanged*

BACK

NEXT

When you've entered your PIN, or given your PIN to the Trooper so that he/she may enter it on your behalf, the Trooper will select the **All Answers Are Unchanged** checkbox to confirm that your answers remain NO.

The Trooper will click **NEXT**.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

TRANSFEROR INFORMATION

The Trooper will need to capture the additional information from the Seller/Transferor. The Trooper will request the Seller's Driver's License and will ask several questions to fill the fields shown below.

Transferor (Seller) Information

For Secondary Sales and Gifts Only

Driver's License ID #*	Social Security #		
Last*	First*	Middle*	Suffix:*
Mouse	Mickey	M	▼
		<input type="checkbox"/> Seller has no middle name	
Street Address*	Town/City*	State*	Zip Code*
123 Main Street			▼
Date of Birth*	Race*	Gender*	▼
		Female	▼
Enter at least one phone number.*			
Home Phone	Work Phone		
(123) 456 - 7890			

When the Seller's demographic information has been collected, the Trooper will click **NEXT**.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

WEAPON ADD

After the Trooper has collected the required information from the weapon being sold/transferred, he/she will record it in the Portal so that the information is included with the application.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo and the text 'Maryland State Police Licensing Portal'. To the right of the logo, there are links for 'RESEND APPLICANT PIN', 'CANCEL APPLICATION', and 'LOG OUT'. Below the navigation bar, there is a progress bar with steps: 'Salesperson', 'Applicant Verification', 'Application Verification', 'Secondary Sale', 'Firearm Information', and 'Signatures'. The 'Firearm Information' step is currently active. Below the progress bar, the text reads 'Application #2016000197 — Christine Weimer' and 'Firearm Information'.

The screenshot shows the 'ADD FIREARM' form. At the top, there is a blue header with the text '+ ADD FIREARM'. Below the header, there is a table with three columns: 'New / Used', 'Make / Model', and 'Quantity'. The table is empty. Below the table, there is a message: 'No firearm records have been entered. Click "Add Firearm" to add a firearm to the application.' At the bottom of the form, there are two buttons: 'BACK' and 'NEXT'.

The fields shown in the image below must be completed in order to move forward with the application process.

The screenshot shows the firearm information form. The form is titled 'Is the firearm*' and has two radio buttons: 'New' and 'Used'. The 'Used' radio button is selected. Below the radio buttons, there are several fields: 'Type:*' (Semi-automatic), 'Make:*' (Heckler & Koch), 'Model:*' (P2000), 'Caliber:*' (9mm Luger (9mm Parabellum) (9x19mm)), 'Finish:*' (Blue), 'Country of Origin*' (Germany (DE)), 'Serial #*' (765430), and 'Confirm Serial #*' (765430). There are also checkboxes for 'Not Listed' for Type, Make, Model, and Caliber. At the bottom right, there is a button labeled 'ADD SERIAL'.

If there are multiple weapons to add, the Trooper will repeat the above process until the last weapon is added.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

When the list of firearms being sold/transferred is complete on the screen shown below, the Trooper will click **NEXT** to move forward.

Maryland.gov Phone Directory State Agencies Online Services

Maryland State Police Licensing Portal

RESEND APPLICANT PIN CANCEL APPLICATION LOG OUT

Salesperson Applicant Verification Application Verification Secondary Sale **Firearm Information** Signatures

Application #2016000197 — Christine Weimer
Firearm Information

+ ADD FIREARM

New / Used	Make / Model	Quantity	
Used	Heckler & Koch P2000	1	EDIT REMOVE

BACK NEXT

SIGNATURE

The applicant and Seller sign the application. The applicant signs by providing the unique PIN assigned for the specific application, and the Seller signs with his/her first name and last name.

Signatures / Certification of Buyer / Transferee and Seller / Dealer

I certify under the penalty of perjury that the information contained in this form is true and accurate to the best of my knowledge and belief.

Sign Upon Application Completion

Applicant Unique PIN#*

Seller / Dealer*

BACK

PAY & SUBMIT TO MARYLAND STATE POLICE

Payments processed by NIC Maryland GovPay



Once both parties have signed the application, the **PAY & SUBMIT TO MARYLAND STATE POLICE** button will become available.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

ELECTRONIC PAYMENT

The Trooper will request credit card information from the applicant. You may hand your card to the Trooper briefly, so that he/she can enter the card number, expiration and CVV. Once the information is added to the payment screen, the Trooper will return your card to you.

Signatures / Certification of Buyer / Transferee and Seller / Dealer

I certify under the penalty of perjury that the information contained in this form is true and accurate to the best of my knowledge and belief.

Sign Upon Application Completion
Applicant Unique PIN#*
9187

Seller / Dealer*
Mickey Mouse

Leaving Maryland State Police | Firearm Registration

You are navigating to the NIC payment site. You will be returned when the payment process is complete.

[CANCEL](#) [PROCEED TO NIC](#)

[BACK](#) [PAY & SUBMIT TO MARYLAND STATE POLICE](#)

Payments processed by NIC Maryland GovPay

NIC the people behind eGovernment®
Maryland Information Division

The State uses an eGov payment processor by the name of NIC. This payment processor is used by all Maryland State agencies. If you would like more information about NIC, you can visit their MARYLAND.GOV site at: <http://www.maryland.gov/egov>.

Your credit card information is not stored by the Maryland State Police in any MSP system or database.

The application fee for a 77R-E remains \$10.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

NIC the people behind eGovernment™

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information Complete all required fields [*]

Country: United States

First Name *: Christine

Last Name *: Weimer

Address *: 123 Main Street ✓

Transaction Summary

MSP Payment (2016000197)	\$10.00
Transaction Summary	\$10.00

Need Help?
Please complete the Customer Information Section

When all the required fields are complete, NIC provides a summary view of all the relevant customer payment data for review and confirmation; see below.

If all the information is correct, the Trooper will click **Submit Payment**.

NIC the people behind eGovernment™

Customer Information ✓ [Edit](#)

Address: Christine Weimer, 123 Main Street, Bowie, MD 20007

Country: United States

Email Address: christine.weimer@maryland.gov

Payment Info ✓ [Edit](#)

Credit Card: Visa ****1111, Exp. 02/2019

Name on Credit Card: Christine Weimer

[Cancel](#) [Submit Payment](#)

Transaction Summary

MSP Payment (2016000197)	\$10.00
Transaction Summary	\$10.00

Need Help?
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

After submitting your \$10 payment to the State, the NIC eGov system processes the payment and sends a payment confirmation email to the applicant’s email address on file in the Portal.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Once payment is submitted successfully, the application goes to the Maryland State Police, Licensing Division, for processing of the applicant's background check.

7 DAY WAITING PERIOD

In the State of Maryland, citizens applying for the purchase of a regulated firearm are required to wait 7 days before ownership of the weapon changes hands from the private Seller to the Buyer. This provides time for the Maryland State Police to perform a thorough background check on the Buyer and to then assign a final disposition to the application.

SECONDARY SALE - WEAPON TRANSFER

As stated previously, Maryland has a 7 Day waiting period for citizens applying for the purchase of a regulated firearm.

On the 8th day after the application is submitted to Licensing Division by the Dealer or Barrack, the applicant (Buyer) and the Seller will each receive an email at the email address on record with notification of the application's final disposition.

A disposition of Not Disapproved means that the applicant been approved for purchase of the specified weapon in the application.

A disposition of Disapproved means that the applicant has not been approved for purchase of the specified weapon. The Buyer and Seller may contact the Maryland State Police for more information on the disapproval. No details will be provided in the notification email sent to either party.

SCHEDULING WEAPON TRANSFER

In a Secondary Sale, the Buyer and Seller must have at least the basic contact information for each other in order to arrange for weapon transfer if and when both these criteria have been met:

- A. the 7 Day waiting period has elapsed, and,
- B. the applicant has received a Not Disapproved disposition on their application.

The Portal system will notify both the Buyer and the Seller when final disposition is assigned to the application in question.

If the disposition is Not Disapproved, the applicant may receive the weapon. After receiving a notification of Not Disapproved, the Buyer and Seller may contact each other to make arrangements for transfer of the weapon from the Seller's inventory to the Buyer's inventory.

It is strongly recommended that the weapon NOT be loaded at the time of transfer.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

COMPLETING THE WEAPON TRANSFER

The weapon transfer is not complete until the Seller notifies the Maryland State Police of the date on which the weapon has changed hands and is now the property of the Buyer. Until this takes place, the weapon is assumed to still belong to the Seller.

Providing the date of transfer is an electronic process. When the Portal system sends the disposition email to the Buyer and Seller (the Not Disapproved or Disapproved message), the Seller’s email will contain a link to click and instructions for completing the weapon transfer.

Seven days after the 8th day disposition email, the Seller will receive a reminder email regarding completion of the weapon transfer. On a regular basis after that reminder email, additional reminder emails will be sent to the Seller.

After a certain point, the Portal will send a reminder email to the Seller and the Buyer if the weapon transfer remains incomplete. If the weapon transfer has taken place, and the Seller hasn’t completed the transfer process in the Portal system, the Buyer may opt to call Licensing Division to provide the weapon transfer date.

Once the transfer date has been set, either by the Seller via the email link, or by Licensing Division after speaking to the Buyer or Seller, the application is closed.

How to Complete an Application for a Gift

Maryland State Police Licensing Portal

Account Log In

User Name/Email
katrica

Password

LOG IN

No account yet? [Click here to register!](#)

[FORGOT PASSWORD?](#)

[RETURN HOME](#)

Contact Us | Terms Of Use | Privacy | Disclaimer
1201 Reisterstown Road, Pikesville, MD 21208
(410) 653.4200 | (800) 525.5555 | (410) 486.0677 (TDD)



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

To complete the Gift process you will need to login using your User Name and Password.

Note: Your “User Name” can be found in the activation email initially sent to you.

Once you have logged into your account you will need to click on the **“Start 77R-E Application”** button to begin your application.

Inbox (2094) - katrice-ho x (21268 unread) - lady_be x Maryland State Police | Fi x

209.43.45.170/MSPBridgeClient/#/applicant/dashboard

Apps MyLicense Office MDSP Web Help Desi Maryland.gov Payroll Online Service JavaScript String subs Maryland Statewide Department of Inform Project Management Other bookmarks

Maryland.gov Phone Directory State Agencies Online Services

Maryland State Police Licensing Portal LOG OUT

Welcome, Katrice!
Use the menu below to start or continue an application, get status updates and other messages, manage your existing applications, or update your account settings and information.

START 77R-E APPLICATION

APPLICATIONS MESSAGES ACCOUNT

You don't have any saved applications.
Your saved, in-progress applications will show here.
Click the blue button above to start a new 77R-E application.



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

Now that you have logged into your account you will need to select an application type. Since you are receiving a Gift then you would need to select that statement that says “I received the firearm as a gift (Gift)”. Once you’ve selected that application type you will be required to select who the gift giver is.

Maryland State Police Licensing Portal

My Information | Information Release | HQL Information | Firearm Information | Gift Giver | Questions | Submit

ⓘ This account should be used by one person only. Do not share your login information with anyone.

Application Type*

Please select one:

- I'm purchasing from a firearm or retail store (Dealer Sale).
- I'm purchasing a firearm from another person (Secondary Sale).
- I received the firearm as a gift (Gift).

The Gift Giver is my:*
Mother

- I own a firearm already and I would like to register it with the state (Voluntary Registration).
- I inherited the firearm (Inheritance).
- I'm applying for some other purchase type.

Note: If the “Gift Giver” is not listed in the dropdown menu then you are unable to receive a gift from this individual. You will need to utilize a different application type.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Upon Selecting your application type you should then review your basic information.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Basic Information Buyer / Transferee Information

First Name* Katrice	Middle Name <input checked="" type="checkbox"/> I have no middle name	Last Name* Howard	Suffix* None
Maiden Name (if applicable)	Nick Name (if applicable)		
Date of Birth* 10/24/1980 MM/DD/YYYY	Country of Birth* United States	City of Birth* Boston	State Of Birth* Massachusetts
Street Address* 123 Main St	Street Address 2		
Town/City* Pikesville	State* Maryland	Zip Code* 21208	County* Baltimore County
Enter at least one phone number.*			
Home Phone (123) 456 - 7890	Work Phone (123) 456 - 7890	Mobile Phone (123) 456 - 7890	
Eye Color* Brown	Hair Color* Blonde	Height (Feet)* 6	Height (Inches)* 5
Weight* 200	Race* Black	Gender* Female	
Social Security Number	Driver's License State* Maryland	Driver's License #* h1234567890	
Occupation* IT			
Designated Collector*			
You must present your Designated Collector letter to the dealer when selecting a firearm for purchase.			
<input checked="" type="radio"/> Yes <input type="radio"/> No			

CANCEL

NEXT

You will now be require you to electronically sign the DHMH Information Release. Once you have read the contents of the DHMH Information Release you will be able to sign this form by placing a check mark



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

in the box below. You will notice that the system will date and time stamp once you've placed a check mark in the box below

The screenshot shows a web browser window displaying the Maryland State Police Licensing Portal. The page title is "Information Release". The main content area contains the following text:

I, Katrice Howard, authorize the Department of Health and Mental Hygiene, or any other similar agency or department of another state, to disclose to the Department of State Police information limited to whether I suffer from a mental disorder as defined in §10-101(i)(2) of the Health-General Article and have a history of violent behavior against anyone; or whether I have been voluntarily admitted for more than 30 consecutive days or involuntarily committed to a facility or institution that provides treatment or services for individuals with mental disorders.

I acknowledge that this information will be used solely as part of the investigation required by Title 5, Subtitle 1 of the Public Safety Article, Annotated Code of Maryland, to determine my eligibility to possess a regulated firearm. In the event that my Application to purchase a regulated firearm is disapproved, I acknowledge that this authorization and any information obtained via this authorization may be used in any proceeding relating to the disapproval.

I further acknowledge that I may at any time, except to the extent that the Department of State Police has already taken action in reliance on it, revoke this authorization by submitting a request for revocation in writing. If not previously revoked, this authorization will terminate one year after the date I sign this Application or upon notification to me of the disapproval of this Application, whichever occurs first.

I, Katrice Howard, agree to the release of this information for the purpose of the above referenced investigation.

Release agreement signed on: 10/25/2016 09:39 AM

At the bottom of the page, there are "BACK" and "NEXT" buttons. The footer contains contact information: "Contact Us Terms Of Use Privacy Disclaimer 1201 Reisterstown Road, Pikesville, MD 21108 (410) 653-4200 | (800) 525-3355 | (410) 486-0677 (TDD)" and social media icons for Facebook, Twitter, YouTube, and LinkedIn.

Enter your Handgun Qualification License information



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The screenshot shows a web browser window displaying the Maryland State Police Licensing Portal. The browser's address bar shows the URL: 209.48.45.170/MSPBridgeClient/#/application/hqlInformation. The portal header includes the Maryland State Police logo, the text "Maryland State Police Licensing Portal", and navigation links for "LIVE HELP", "SAVE & EXIT APPLICATION", and "LOG OUT". A horizontal menu below the header contains "My Information", "Information Release", "HQL Information" (which is highlighted), "Firearm Information", "Gift Giver", "Questions", and "Submit".

The main content area is titled "Handgun Qualification License Information". It contains a yellow box with the following text:

Enter your Handgun Qualification License Number
You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.
If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#).

Handgun Qualification License Number *

I qualify for an HQL Exemption

At the bottom of the form, there are "BACK" and "NEXT" buttons.

The footer of the page contains contact information: "Contact Us | Terms Of Use | Privacy | Disclaimer", "1201 Reisterstown Road, Pikesville, MD 21208", and phone numbers "(410) 653-4200 | (800) 525-5555 | (410) 486-0677 (TDD)". There are also social media icons for Facebook, Twitter, YouTube, and a menu icon.

Or if you are HQL exempt place a check mark in the box that states “ I qualify for an HQL exemption”.
Once you place a check mark in the box you will be able to select what type of exemption you qualify
May 2016



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

for. When you select a specific exemption it will require you to enter information in reference to the exemption.

The screenshot shows a web browser window with the URL 209.48.45.170/MSP/BridgeClient/#/application/hqlinformation. The page title is "Handgun Qualification License Information".

Enter your Handgun Qualification License Number.
You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.
If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#).

Handgun Qualification License Number:
HQL: _____

I qualify for an HQL Exemption

Exemptions to possession of the Handgun Qualification License:
Select the option that most accurately describes your reason for HQL Exemption.*
(Individuals deemed exempt must provide the proper documentation to a Regulated Firearms Dealer prior to purchasing a firearm.)

- Licensed Firearms Manufacturer
- Current law enforcement officer or person retired in good standing from a law enforcement agency of the United States, the State, or a local law enforcement agency in the State
- Active member or retired member of the armed forces of the United States or National Guard
- Person purchasing, renting, or receiving an antique, curio, or relic as defined in federal law or in determinations published by the Bureau of Alcohol, Tobacco, Firearms and Explosives
- Applicant is purchasing a Lower Receiver

Click on **“Add Firearm”** to begin to enter the firearm’s information.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The screenshot shows a web browser window displaying the Maryland State Police Licensing Portal. The browser's address bar shows the URL: 209.48.45.170/MSPBridgeClient/9/application/firearmInformation. The portal's header includes the Maryland State Police logo, the title "Maryland State Police Licensing Portal", and navigation links for "LIVE HELP", "SAVE & EXIT APPLICATION", and "LOG OUT". Below the header is a navigation menu with options: "My Information", "Information Release", "HQL Information", "Firearm Information" (which is highlighted), "Gift Giver", "Questions", and "Submit".

The main content area is titled "Firearm Information" and features a blue button labeled "+ ADD FIREARM". Below this is a table with the following headers: "New / Used", "Make / Model", and "Quantity". The table is currently empty, and a message in the center reads: "No firearm records have been entered. Click 'Add Firearm' to add a firearm to the application." At the bottom of the table area are two buttons: "BACK" and "NEXT".

The footer of the page contains contact information: "Contact Us | Terms Of Use | Privacy | Disclaimer", the address "1201 Reisterstown Road, Pikesville, MD 21208", and phone numbers "(410) 653-4200 | (800) 525-5555 | (410) 486-0677 (TDD)". There are also social media icons for Facebook, Twitter, and YouTube.

When entering the firearm information you will notice that the drop down menu is intuitive.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Is the firearm*

New Used

Type*
Assault Weapon
Handgun Frame
Lower Receiver
Other
Revolver
Semi-Automatic
Short-Barrel Rifle
Short-Barrel Shotgun
Single Shot

Make*
 Not Listed

Model*
 Not Listed

Model Number*
 Not Listed

Caliber*
 Not Listed

Barrel Length (inches)*
 Greater than or equal to 16 inches

Finish*
Country of Origin*

Serial #*
Confirm Serial #*
ADD SERIAL

In the case of multiple serial numbers on a firearm, the Bureau of Alcohol, Tobacco and Firearms recommends that the United States importer serial number is the serial number to reference.

Handgun Roster:
Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lower Receivers

When you select a weapon type (ie. Revolver) the drop down menu entitled “**Make**” will only show manufacturers that produce that specific weapon type (ie. Revolvers). It down selects further once you



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

have select a Make and will only display Model numbers based on the “Type” and “Make” you have selected.

Is the firearm*

New Used

Type* Revolver

Make*

Model* Not Listed

Model Number* Not Listed

Caliber* Not Listed

Serial #*

Model Number*

ADD SERIAL

in the case of multiple serial numbers on a firearm, the United States importer serial number is the serial number to reference.

Handgun Roster:

Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lawyer Receivers

If the make, model, model number, or caliber is not displayed in any of the drop down menus. Then you can place a check mark in the box below that states “**Not Listed**”. By selecting not listed you will be able to manually enter the make, model, model number, or caliber listed on the weapon.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Browser tabs: Re: I'm Done! - kar... x, Shared with me - G... x, Copy of 7.6.16 Wor... x, Working List - Profi... x, Inbox (2,240) - kar... x, Maryland State Poli... x

Address bar: 209.48.45.170/MSPBridgeClient/9/application/firearmInformation

Navigation: My Information | Information Release | HQL Information | **Firearm Information** | Gift Giver | Questions | Submit

Is the firearm*
 New Used

Type* Revolver | Make* Sturm Ruger | Model* New Model Bisley | Unlisted Model Number* Not Listed | Caliber* Not Listed

Barrel Length (inches)*
 Greater than or equal to 16 inches

Finish* | Country of Origin*

Serial #* | Confirm Serial #* | ADD SERIAL

In the case of multiple serial numbers on a firearm, the Bureau of Alcohol, Tobacco and Firearms recommends that the United States importer serial number is the serial number to reference.

Handgun Roster:
Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lower Receivers

Browser tabs: Re: I'm Done! - kar... x, Shared with me - G... x, Copy of 7.6.16 Wor... x, Working List - Profi... x, Inbox (2,240) - kar... x, Maryland State Poli... x

Address bar: 209.48.45.170/MSPBridgeClient/9/application/firearmInformation

Navigation: My Information | Information Release | HQL Information | **Firearm Information** | Gift Giver | Questions | Submit

Is the firearm*
 New Used

Type* Revolver | Make* Sturm Ruger | Model* New Model Bisley | Model Number* N/A | Caliber* Not Listed
Caliber is required

Barrel Length (inches)*
 Greater than or equal to 16 inches

Finish* | Country of Origin*

Serial #* | Confirm Serial #* | ADD SERIAL

In the case of multiple serial numbers on a firearm, the Bureau of Alcohol, Tobacco and Firearms recommends that the United States importer serial number is the serial number to reference.

Handgun Roster:
Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lower Receivers

Note: If the weapon does not have a Model number you will be able to select "N/A" from the drop down menu.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Now you must enter the Transferor's (Gifter's) information



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Maryland State Police Licensing Portal

My Information | Information Release | HQL Information | Firearm Information | Gift Giver | Questions | Submit

LIVE HELP | SAVE & EXIT APPLICATION | LOG OUT

Transferor (Seller/Giver) Information

For Secondary Sales and Gifts Only

The name listed below is the seller or transferor of the weapon.

Law Enforcement Sale

Driver's License State*	Driver's License Number*	Social Security Number		
Maryland	H1234567890			
Last Name*	First Name*	Middle Name	Suffix:	
Howard	Peggy		▼	
<input type="checkbox"/> Seller has no middle name				
Street Address*	Town/City*	State*	Zip Code*	
123 Main St	Pikesville	Maryland	21208	
Date of Birth*	Race*	Gender		
04/11/1950	Black	Female	▼	
MM/DD/YYYY				
Enter at least one phone number.*				
Home Phone	Work Phone			
(123) 456 - 7890				
Email*	Confirm Email*			
peggy.howard@123.com	peggy.howard@123.com			

BACK

NEXT

Complete the attestation questions



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

Maryland State Police Licensing Portal

My Information Information Release HQI Information Firearm Information Gift Giver Questions Submit

Attestation Questions

PAGE 1 PAGE 2 PAGE 3 PAGE 4 PAGE 5

1. Are you **UNDER 21** years of age? *
 - Yes No
2. Are you participating in a **straw purchase** of a regulated firearm? * ⓘ
 - Yes No

Straw purchase means a transaction in which an individual uses another person, known as the straw purchaser, to complete the application to purchase a regulated firearm, take initial possession of that firearm and subsequently transfer that firearm to the first individual.
3. Have you ever been convicted of a crime of violence? *
 - Yes No

The term **crime of violence** means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, §30B of the Code; murder in the first or second degree; rape in the first or second degree; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; an attempt to commit any of the crimes listed above; or assault with intent to commit any of the crimes listed above or assault with intent to commit a crime punishable by imprisonment for more than 1 year.
4. Have you ever received probation before judgment (PB) for a crime of violence? *
 - Yes No

Refer to question #3 for the definition of a crime of violence. This question does not apply to PB for assaults in the second degree or to an expunged PB.
5. Have you ever received probation before judgment (PB) in a domestically related crime? *
 - Yes No

Domestically related crime means a crime committed by a defendant against a victim who is a person eligible for relief, as defined in § 4-501 of the Family Law Article, or who had a sexual relationship with the defendant within 12 months before the commission of the crime. This question does not apply to an expunged PB.

BACK NEXT

Note: Any words in bold can be defined by clicking on the blue question mark ⓘ.

Now you have the option to upload any documents you wish to accompany your application for the Licensing Division to review. If you do not have any documents then you will simply need to sign and submit your application. To sign your application electronically all you will need to do is type your first and last name under



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

“Name of Buyer/Transferee”. Once you have electronically signed your application you will notice it has been date and time stamped. Your application is now complete and has been submitted to the Licensing Division.

Upload Documents

Click "SELECT FILE" below to upload a scan or image of the recommended documents. Click "ADD NEW DOCUMENT" to attach and upload any other documents you wish to include with your application.

You may upload any .PDF, .JPG, .JPEG, .PNG, .DOC, or .DOCX file up to 5MB in size.

+ ADD NEW DOCUMENT		
Document Type	Description	File Name
HQL Card	Image of HQL Card	<input type="button" value="SELECT FILE"/> <input type="button" value="ATTACH DOCUMENT"/>

Sign & Submit Application

NOTICE: 7-Day Waiting Period. A dealer or other person may not sell, rent, transfer, or purchase a regulated firearm until after 7 days following the time a firearm application is forwarded to the Maryland State Police. Applications must be forwarded to the Maryland Department of State Police (MDSP) by a licensed firearm dealer or a designated law enforcement agency.

Signature of Buyer / Transferee

I certify under the penalty of perjury that the information contained in this Application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

Name of Buyer / Transferee

First Name*	Last Name*
Katrice	Howard

Application signed on: 10/27/2016 10:46 AM

[BACK](#)

How to Complete an Application for an Inheritance



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Maryland State Police Licensing Portal

Account Log In

User Name/Email
katrice

Password

LOG IN

No account yet? [Click here to register!](#)

[FORGOT PASSWORD?](#)

[RETURN HOME](#)

Contact Us | Terms Of Use | Privacy | Disclaimer
1201 Reisterstown Road, Pikesville, MD 21208
(410) 653-4200 | (800) 525-5555 | (410) 486-0677 (TDD)

To complete the Inheritance process you will need to login using your User Name and Password.

Note: Your “User Name” can be found in the activation email initially sent to you.

Once you have logged into your account you will need to click on the **“Start 77R-E Application”** button to begin your application.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The screenshot shows a web browser window displaying the Maryland State Police Licensing Portal. The browser's address bar shows the URL `209.43.45.170/MSPBridgeClient/#/applicant/dashboard`. The page header includes the Maryland State Police logo and the text "Maryland State Police Licensing Portal" with a "LOG OUT" link. Below the header, a welcome message reads: "Welcome, Katrice! Use the menu below to start or continue an application, get status updates and other messages, manage your existing applications, or update your account settings and information." A prominent blue button labeled "START 77R-E APPLICATION" is visible. A navigation menu contains three items: "APPLICATIONS" (which is underlined), "MESSAGES", and "ACCOUNT". The main content area features a large yellow box with a document icon and the text: "You don't have any saved applications. Your saved, in-progress applications will show here. Click the blue button above to start a new 77R-E application."

Now that you have logged into your account you will need to select an application type. Since you have inherited a weapon you will need to select that statement that says "I inherited the firearm".



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo on the left and links for "Maryland.gov", "Phone Directory", "State Agencies", and "Online Services" on the right. Below this, a dark header contains "Maryland State Police Licensing Portal" on the left and "LIVE HELP", "SAVE & EXIT APPLICATION", and "LOG OUT" on the right. A light gray navigation bar below the header has "My Information" selected, with other options: "Information Release", "HQL Information", "Firearm Information", "Questions", and "Submit". A yellow warning banner reads: "ⓘ This account should be used by one person only. Do not share your login information with anyone." The main content area is titled "Application Type*" and contains the instruction "Please select one." followed by six radio button options:

- I'm purchasing from a firearm or retail store (Dealer Sale).
- I'm purchasing a firearm from another person (Secondary Sale).
- I received the firearm as a gift (Gift).
- I own a firearm already and I would like to register it with the state (Voluntary Registration).
- I inherited the firearm (Inheritance).
- I'm applying for some other purchase type.

Upon Selecting your application type you should then review your basic information.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Basic Information Buyer / Transferee Information

First Name* Katrice	Middle Name <input checked="" type="checkbox"/> I have no middle name	Last Name* Howard	Suffix* None
Maiden Name (if applicable)	Nick Name (if applicable)		
Date of Birth* 10/24/1980 MM/DD/YYYY	Country of Birth* United States	City of Birth* Boston	State Of Birth* Massachusetts
Street Address* 123 Main St	Street Address 2		
Town/City* Pikesville	State* Maryland	Zip Code* 21208	County* Baltimore County
Enter at least one phone number.*			
Home Phone (123) 456 - 7890	Work Phone (123) 456 - 7890	Mobile Phone (123) 456 - 7890	
Eye Color* Brown	Hair Color* Blonde	Height (Feet)* 6	Height (Inches)* 5
Weight* 200	Race* Black	Gender* Female	
Social Security Number	Driver's License State* Maryland	Driver's License #* h1234567890	
Occupation* IT			
Designated Collector*			
You must present your Designated Collector letter to the dealer when selecting a firearm for purchase.			
<input checked="" type="radio"/> Yes <input type="radio"/> No			

CANCEL **NEXT**



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

You will now be required to electronically sign the DHMH Information Release. Once you have read the contents of the DHMH Information Release you will be able to sign this form by placing a check mark in the box below. You will notice that the system will date and time stamp once you've placed a check mark in the box below

The screenshot shows a web browser window displaying the Maryland State Police Licensing Portal. The page title is "Information Release". The form contains the following text:

I, Katrice Howard, authorize the Department of Health and Mental Hygiene, or any other similar agency or department of another state, to disclose to the Department of State Police information limited to whether I suffer from a mental disorder as defined in §10-101(i)(2) of the Health-General Article and have a history of violent behavior against anyone; or whether I have been voluntarily admitted for more than 30 consecutive days or involuntarily committed to a facility or institution that provides treatment or services for individuals with mental disorders.

I acknowledge that this information will be used solely as part of the investigation required by Title 5, Subtitle 1 of the Public Safety Article, Annotated Code of Maryland, to determine my eligibility to possess a regulated firearm. In the event that my Application to purchase a regulated firearm is disapproved, I acknowledge that this authorization and any information obtained via this authorization may be used in any proceeding relating to the disapproval.

I further acknowledge that I may at any time, except to the extent that the Department of State Police has already taken action in reliance on it, revoke this authorization by submitting a request for revocation in writing. If not previously revoked, this authorization will terminate one year after the date I sign this Application or upon notification to me of the disapproval of this Application, whichever occurs first.

I, Katrice Howard, agree to the release of this information for the purpose of the above referenced investigation.

Release agreement signed on: 10/25/2016 09:39 AM

At the bottom of the form are "BACK" and "NEXT" buttons. The footer of the page includes contact information and social media icons.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Enter your Handgun Qualification License information

The screenshot shows a web browser window displaying the Maryland State Police Licensing Portal. The page title is "Handgun Qualification License Information". The main content area is a yellow box with the following text:

Enter your Handgun Qualification License Number
You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.
If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#).

Handgun Qualification License Number *

I qualify for an HQL Exemption

At the bottom of the form are two buttons: "BACK" and "NEXT".

The footer of the page contains contact information and social media icons:

Contact Us | Terms Of Use | Privacy | Disclaimer
1201 Beltspring Road, Pikesville, MD 21208
(410) 653-4200 | (800) 525-5555 | (410) 486-0677 (TDD)



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Or if you are HQL exempt place a check mark in the box that states “ I qualify for an HQL exemption”. Once you place a check mark in the box you will be able to select what type of exemption you qualify for. When you select a specific exemption it will require you to enter information in reference to the exemption.

The screenshot shows a web browser window with the URL 209.43.45.170/MSP/BridgeClient/#/application/hqlinformation. The page title is "Handgun Qualification License Information".

Enter your Handgun Qualification License Number:
You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.
If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#).

Handgun Qualification License Number:
HQL: _____

I qualify for an HQL Exemption

Exemptions to possession of the Handgun Qualification License:
Select the option that most accurately describes your reason for HQL Exemption.*
(Individuals deemed exempt must provide the proper documentation to a Regulated Firearms Dealer prior to purchasing a firearm.)

- Licensed Firearms Manufacturer
- Current law enforcement officer or person retired in good standing from a law enforcement agency of the United States, the State, or a local law enforcement agency in the State
- Active member or retired member of the armed forces of the United States or National Guard
- Person purchasing, renting, or receiving an antique, curio, or relic as defined in federal law or in determinations published by the Bureau of Alcohol, Tobacco, Firearms and Explosives
- Applicant is purchasing a Lower Receiver



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Click on **“Add Firearm”** to begin to enter the firearm’s information.

The screenshot shows the Maryland State Police Licensing Portal interface. The page title is "Firearm Information". At the top, there is a navigation bar with "My Information", "Information Release", "HQL Information", "Firearm Information", "Gift Giver", "Questions", and "Submit". The "Firearm Information" section is active, displaying a table with columns "New / Used", "Make / Model", and "Quantity". The table is currently empty, and a message states: "No firearm records have been entered. Click 'Add Firearm' to add a firearm to the application." Below the table, there are "BACK" and "NEXT" buttons. The "ADD FIREARM" button is located at the top of the table area.

New / Used	Make / Model	Quantity
No firearm records have been entered. Click "Add Firearm" to add a firearm to the application.		



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

When entering the firearm information you will notice that the drop down menu is intuitive.

Is the firearm*

New Used

Type *

- Assault Weapon
- Handgun Frame
- Lower Receiver
- Other
- Revolver**
- Semi-Automatic
- Short-Barrel Rifle
- Short-Barrel Shotgun
- Single Shot

Make* Not Listed

Model* Not Listed

Model Number* Not Listed

Caliber* Not Listed

Barrel Length (inches)*

Greater than or equal to 16 inches

Finish* Country of Origin*

Serial #* Confirm Serial #* [ADD SERIAL](#)

In the case of multiple serial numbers on a firearm, the Bureau of Alcohol, Tobacco and Firearms recommends that the United States importer serial number is the serial number to reference.

Handgun Roster:

Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lower Receiver



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

When you select a weapon type (ie. Revolver) the drop down menu entitled “**Make**” will only show manufacturers that produce that specific weapon type (ie. Revolvers). It down selects further once you have select a Make and will only display Model numbers based on the “**Type**” and “**Make**” you have selected.

The screenshot shows the 'Firearm Information' form in the Maryland State Police Licensing Portal. The form includes the following fields and options:

- Is the firearm***: Radio buttons for New and Used.
- Type ***: A dropdown menu currently set to 'Revolver'.
- Make ***: A dropdown menu that is open, showing a list of manufacturers including: Aldo Uberti & Co., Aldo Uberti & Co. (Stoeger Ind.), Alfa-Proj (CzechPoint), Amadeo Rossi S.A., Amadeo Rossi S.A. (Braztech), Amer. Frontier Firearms, American Arms, Inc., American Western Arms, Armi San Marco, Armi San Marco (Cimarron Arms), Armi San Marco (Traditions), ArmsCor Philippines, Astra, Beretta USA, Bruni, S.P.A., Century Gun Distributing Inc, Charles Daly, Charter 2000, and Charter Arms/CHARCO INC.
- Model ***: A dropdown menu with a checkbox for 'Not Listed'.
- Model Number ***: A text input field with a checkbox for 'Not Listed'.
- Caliber ***: A dropdown menu with a checkbox for 'Not Listed'.
- Serial # ***: A text input field with an 'ADD SERIAL' button.

Below the form, there is a yellow box containing the following text:

Handgun Roster:
Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lawyer Receivers



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

If the make, model, model number, or caliber is not displayed in any of the drop down menus. Then you can place a check mark in the box below that states **“Not Listed”**. By selecting not listed you will be able to manually enter the make, model, model number, or caliber listed on the weapon.

The screenshot shows a web browser window displaying the 'Firearm Information' form. The browser tabs include 'Re: I'm Done!! - kar...', 'Shared with me - G...', 'Copy of 7.6.16 Wo...', 'Working List - Pro...', 'Inbox (2,240) - kar...', and 'Maryland State Poli...'. The browser address bar shows '209.48.45.170/MSPBridgeClient/#/application/firearmInformation'. The page has a navigation bar with 'My Information', 'Information Release', 'HQL Information', 'Firearm Information', 'Gift Giver', 'Questions', and 'Submit'. The 'Firearm Information' section is highlighted.

Is the firearm*

New Used

Type:* Revolver Make:* Sturm Ruger Model:* New Model Bisley Unlisted Model Number* Caliber:*

Not Listed Not Listed Not Listed Not Listed

Barrel Length (inches)*

Greater than or equal to 16 inches

Finish:* Country of Origin*

Serial #* Confirm Serial #* ADD SERIAL

In the case of multiple serial numbers on a firearm, the Bureau of Alcohol, Tobacco and Firearms recommends that the United States importer serial number is the serial number to reference.

Handgun Roster:

Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lawyer Receivers



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The screenshot shows a web browser window with the URL 209.48.45.170/MSPBridgeClient/#/application/firearmInformation. The page title is "Firearm Information". The navigation menu includes "My Information", "Information Release", "HQL Information", "Firearm Information", "Gift Giver", "Questions", and "Submit".

The "Firearm Information" form contains the following fields and options:

- Is the firearm***: Radio buttons for "New" and "Used" (selected).
- Type***: Dropdown menu with "Revolver" selected.
- Make***: Dropdown menu with "Sturm Ruger" selected. Below it is a checkbox for "Not Listed".
- Model***: Dropdown menu with "New Model Bisley" selected. Below it is a checkbox for "Not Listed".
- Model Number***: Dropdown menu with "N/A" selected. Below it is a checkbox for "Not Listed".
- Caliber***: Dropdown menu with "Not Listed" selected. Below it is a checkbox for "Not Listed" and the text "Caliber is required".
- Barrel Length (inches)***: Checkbox for "Greater than or equal to 16 inches".
- Finish***: Dropdown menu.
- Country of Origin***: Dropdown menu.
- Serial #***: Text input field.
- Confirm Serial #***: Text input field.
- ADD SERIAL**: Button.

In the case of multiple serial numbers on a firearm, the Bureau of Alcohol, Tobacco and Firearms recommends that the United States importer serial number is the serial number to reference.

Handgun Roster:
Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lower Receivers

Note: If the weapon does not have a Model number you will be able to select "N/A" from the drop down menu.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Complete the attestation questions

Maryland State Police Licensing PortalMerchant User Phone Operator State Agencies Online ServicesLIVE HELPSAVE & EXIT APPLICATIONLOG OUT

My Information Information Release HQL Information Firearm Information Gift Giver Questions Submit

Attestation Questions

PAGE 1

PAGE 2

PAGE 3

PAGE 4

PAGE 5

1. Are you **UNDER 21** years of age? *
 Yes No
2. Are you participating in a **straw purchase** of a regulated firearm? * 
 Yes No

Straw purchase means a transaction in which an individual uses another person, known as the straw purchaser, to complete the application to purchase a regulated firearm, take initial possession of that firearm and subsequently transfer that firearm to the first individual.
3. Have you ever been convicted of a crime of violence? *
 Yes No

The term *crime of violence* means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, §386 of the Code; mayhem as previously proscribed under former Article 27, §384 of the Code; murder in the first or second degree; rape in the first or second degree; robbery; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; an attempt to commit any of the crimes listed above; or assault with intent to commit any of the crimes listed above or assault with intent to commit a crime punishable by imprisonment for more than 1 year.
4. Have you ever received probation before judgment (PBJ) for a crime of violence? *
 Yes No

Refer to question #3 for the definition of a crime of violence. This question does not apply to PBJ for assaults in the second degree or to an expunged PBJ.
5. Have you ever received probation before judgment (PBJ) in a domestically related crime? *
 Yes No

Domestically related crime means a crime committed by a defendant against a victim who is a person eligible for relief, as defined in § 4-501 of the Family Law Article, or who had a sexual relationship with the defendant within 12 months before the commission of the crime. This question does not apply to an expunged PBJ.

BACK

NEXT

Note: Any words in bold can be defined by clicking on the blue question mark at the end of the question .



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

Now you have the option to upload any documents you wish to accompany your application for the Licensing Division to review. If you do not have any documents then you will simply need to sign and submit your application. To sign your application electronically all you will need to do is type your first and last name under **“Name of Buyer/Transferee”**. Once you have electronically signed your application you will notice it has been date and time stamped. Your application is now complete and has been submitted to the Licensing Division.



Upload Documents

Click “SELECT FILE” below to upload a scan or image of the recommended documents. Click “ADD NEW DOCUMENT” to attach and upload any other documents you wish to include with your application.

You may upload any .PDF, .JPG, .JPEG, .PNG, .DOC, or .DOCX file up to 5MB in size.

+ ADD NEW DOCUMENT		
Document Type	Description	File Name
HQL Card	Image of HQL Card	SELECT FILE ATTACH DOCUMENT

Sign & Submit Application

NOTICE: 7-Day Waiting Period. A dealer or other person may not sell, rent, transfer, or purchase a regulated firearm until after 7 days following the time a firearm application is forwarded to the Maryland State Police. Applications must be forwarded to the Maryland Department of State Police (MDSP) by a licensed firearm dealer or a designated law enforcement agency.

Signature of Buyer / Transferee

I certify under the penalty of perjury that the information contained in this Application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

Name of Buyer / Transferee

First Name*	Last Name*
Katrice	Howard

Application signed on: 10/27/2016 10:46 AM

[BACK](#) [SUBMIT](#)



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

How to Complete an Application for a Voluntary Registration

Maryland State Police Licensing Portal

Account Log In

User Name/Email
katrice

Password

LOG IN

No account yet? [Click here to register!](#)

[FORGOT PASSWORD?](#)

[RETURN HOME](#)

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1201 Reisterstown Road, Pikesville, MD 21208
(410) 653.4200 | (800) 525.5555 | (410) 486.0677 (TDD)

Facebook, Twitter, YouTube, and a menu icon.

To complete the Voluntary Registration process you will need to login using your User Name and Password.

Note: Your “User Name” can be found in the activation email initially sent to you.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Once you have logged into your account you will need to click on the **“Start 77R-E Application”** button to begin your application.

The screenshot shows a web browser window displaying the Maryland State Police Licensing Portal. The browser's address bar shows the URL `209.43.45.170/MSPBridgeClient/#/applicant/dashboard`. The page header includes the Maryland State Police logo, the text "Maryland State Police Licensing Portal", and a "LOG OUT" link. Below the header, a welcome message reads "Welcome, Katrice!" followed by instructions to use the menu below to start or continue an application. A prominent blue button labeled "START 77R-E APPLICATION" is visible. Below this button is a navigation menu with three items: "APPLICATIONS" (which is underlined), "MESSAGES", and "ACCOUNT". The main content area features a large yellow box with a document icon and the text: "You don't have any saved applications. Your saved, in-progress applications will show here. Click the blue button above to start a new 77R-E application."



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Now that you have logged into your account you will need to select an application type. Voluntary Registration is for residents of Maryland who own a firearm and now wish to register with the State. For the Voluntary Registration application type you will need to select that statement that says “I own a firearm already and I would like to register it with the State”.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the Maryland State Police logo, the text "Maryland State Police Licensing Portal", and links for "LIVE HELP", "SAVE & EXIT APPLICATION", and "LOG OUT". Below this is a secondary navigation bar with "My Information" highlighted and other options: "Information Release", "HQL Information", "Firearm Information", "Questions", and "Submit". A yellow warning banner states: "This account should be used by one person only. Do not share your login information with anyone." The main content area is titled "Application Type*" and contains the instruction "Please select one." followed by six radio button options:

- I'm purchasing from a firearm or retail store (Dealer Sale).
- I'm purchasing a firearm from another person (Secondary Sale).
- I received the firearm as a gift (Gift).
- I own a firearm already and I would like to register it with the state (Voluntary Registration).
- I inherited the firearm (Inheritance).
- I'm applying for some other purchase type.

Note: Voluntary Registration is not to be confused with the New Resident Registration. New Resident Registration is for use by people who have recently moved to Maryland and wish to register their firearms with the state police.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Upon Selecting your application type you should then review your basic information.

Basic Information Buyer / Transferee Information

First Name*	Middle Name	Last Name*	Suffix*
Katrice		Howard	None
<input checked="" type="checkbox"/> I have no middle name			
Maiden Name (if applicable)	Nick Name (if applicable)		
Date of Birth*	Country of Birth*	City of Birth*	State Of Birth*
10/24/1980	United States	Boston	Massachusetts
Street Address*		Street Address 2	
123 Main St			
Town/City*	State*	Zip Code*	County*
Pikesville	Maryland	21208	Baltimore County
Enter at least one phone number.*			
Home Phone	Work Phone	Mobile Phone	
(123) 456 - 7890	(123) 456 - 7890	(123) 456 - 7890	
Eye Color*	Hair Color*	Height (Feet)*	Height (Inches)*
Brown	Blonde	6	5
Weight*	Race*	Gender*	
200	Black	Female	
Social Security Number	Driver's License State:*	Driver's License #*	
	Maryland	h1234567890	
Occupation*			
IT			
Designated Collector*			
You must present your Designated Collector letter to the dealer when selecting a firearm for purchase.			
<input checked="" type="radio"/> Yes <input type="radio"/> No			

CANCEL

NEXT



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

You will now be required to electronically sign the DHMH Information Release. Once you have read the contents of the DHMH Information Release you will be able to sign this form by placing a check mark in the box below. You will notice that the system will date and time stamp once you've placed a check mark in the box below

The screenshot shows a web browser window displaying the Maryland State Police Licensing Portal. The page title is "Information Release". The form contains the following text:

I, Katrice Howard, authorize the Department of Health and Mental Hygiene, or any other similar agency or department of another state, to disclose to the Department of State Police information limited to whether I suffer from a mental disorder as defined in §10-101(i)(2) of the Health-General Article and have a history of violent behavior against anyone; or whether I have been voluntarily admitted for more than 30 consecutive days or involuntarily committed to a facility or institution that provides treatment or services for individuals with mental disorders.

I acknowledge that this information will be used solely as part of the investigation required by Title 5, Subtitle 1 of the Public Safety Article, Annotated Code of Maryland, to determine my eligibility to possess a regulated firearm. In the event that my Application to purchase a regulated firearm is disapproved, I acknowledge that this authorization and any information obtained via this authorization may be used in any proceeding relating to the disapproval.

I further acknowledge that I may at any time, except to the extent that the Department of State Police has already taken action in reliance on it, revoke this authorization by submitting a request for revocation in writing. If not previously revoked, this authorization will terminate one year after the date I sign this Application or upon notification to me of the disapproval of this Application, whichever occurs first.

I, Katrice Howard, agree to the release of this information for the purpose of the above referenced investigation.

Release agreement signed on: 10/25/2016 09:39 AM

At the bottom of the form are "BACK" and "NEXT" buttons. The footer of the page includes contact information and social media icons.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Enter your Handgun Qualification License information

The screenshot shows a web browser window displaying the Maryland State Police Licensing Portal. The browser's address bar shows the URL: 209.48.45.170/MSPBridgeClient/9/application/hqlinformation. The page title is "Maryland State Police Licensing Portal". The navigation menu includes "My Information", "Information Release", "HQL Information", "Firearm Information", "Gift Giver", "Questions", and "Submit". The "HQL Information" section is active, showing a form titled "Enter your Handgun Qualification License Information". The form contains the following text: "Enter your Handgun Qualification License Number. You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt. If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#)." Below this is a text input field labeled "Handgun Qualification License Number *" with the value "HQL-1234-567803" entered. There is also a checkbox labeled "I qualify for an HQL Exemption" which is currently unchecked. At the bottom of the form are "BACK" and "NEXT" buttons. The footer of the page contains contact information: "Contact Us | Terms Of Use | Privacy | Disclaimer", "1201 Beltspring Road, Pikesville, MD 21288", "(410) 653-4200 | (800) 525-5555 | (410) 486-0677 (TDD)", and social media icons for Facebook, Twitter, YouTube, and LinkedIn.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Or if you are HQL exempt place a check mark in the box that states “ I qualify for an HQL exemption”. Once you place a check mark in the box you will be able to select what type of exemption you qualify for. When you select a specific exemption it will require you to enter information in reference to the exemption.

The screenshot shows a web browser window with the URL 209.48.45.170/MSP/BridgeClient/#/application/hqlinformation. The page title is "Handgun Qualification License Information".

Enter your Handgun Qualification License Number:
You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.
If you're not familiar with Maryland's Handgun Qualification License, [Click Here](#).

Handgun Qualification License Number:
HQL: _____

I qualify for an HQL Exemption

Exemptions to possession of the Handgun Qualification License:
Select the option that most accurately describes your reason for HQL Exemption.*
(Individuals deemed exempt must provide the proper documentation to a Regulated Firearms Dealer prior to purchasing a firearm.)

- Licensed Firearms Manufacturer
- Current law enforcement officer or person retired in good standing from a law enforcement agency of the United States, the State, or a local law enforcement agency in the State
- Active member or retired member of the armed forces of the United States or National Guard
- Person purchasing, renting, or receiving an antique, curio, or relic as defined in federal law or in determinations published by the Bureau of Alcohol, Tobacco, Firearms and Explosives
- Applicant is purchasing a Lower Receiver



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Click on **“Add Firearm”** to begin to enter the firearm’s information.

The screenshot shows the Maryland State Police Licensing Portal interface. The top navigation bar includes the portal logo, 'LIVE HELP', 'SAVE & EXIT APPLICATION', and 'LOG OUT'. The main navigation menu has 'My Information', 'Information Release', 'HQL Information', 'Firearm Information', 'Gift Giver', 'Questions', and 'Submit'. The 'Firearm Information' section is active, displaying a table with columns 'New / Used', 'Make / Model', and 'Quantity'. The table is currently empty, with a message stating 'No firearm records have been entered. Click "Add Firearm" to add a firearm to the application.' and a '+ ADD FIREARM' button. Below the table are 'BACK' and 'NEXT' buttons. The footer contains contact information and social media icons.

New / Used	Make / Model	Quantity
No firearm records have been entered. Click "Add Firearm" to add a firearm to the application.		



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

When entering the firearm information you will notice that the drop down menu is intuitive.

Is the firearm*

New Used

Type *

- Assault Weapon
- Handgun Frame
- Lower Receiver
- Other
- Revolver**
- Semi-Automatic
- Short-Barrel Rifle
- Short-Barrel Shotgun
- Single Shot

Make* Not Listed

Model* Not Listed

Model Number* Not Listed

Caliber* Not Listed

Barrel Length (inches)*

Greater than or equal to 16 inches

Finish* Country of Origin*

Serial #* Confirm Serial #* [ADD SERIAL](#)

In the case of multiple serial numbers on a firearm, the Bureau of Alcohol, Tobacco and Firearms recommends that the United States importer serial number is the serial number to reference.

Handgun Roster:

Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exemptions:
Inheritance
Voluntary Registration
Lower Receivers



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

When you select a weapon type (ie. Revolver) the drop down menu entitled “**Make**” will only show manufacturers that produce that specific weapon type (ie. Revolvers). It down selects further once you have select a Make and will only display Model numbers based on the “**Type**” and “**Make**” you have selected.

Is the firearm*

New Used

Type*
Revolver

Make*
Aldo Uberti & Co.
Aldo Uberti & Co. (Stoeger Ind.)
Alfa-Proj (CzechPoint)
Amadeo Rossi S.A.
Amadeo Rossi S.A. (Braztech)
Amer. Frontier Firearms
American Arms, Inc.
American Western Arms
Armi San Marco
Armi San Marco (Cimarron Arms)
Armi San Marco (Traditions)
ArmsCor Philippines
Astra
Beretta USA
Bruni, S.P.A.
Century Gun Distributing Inc
Charles Daly
Charter 2000
Charter Arms/CHARCO INC.

Model*
 Not Listed

Model Number*
 Not Listed

Caliber*
 Not Listed

Serial #*

Handgun Roster:
Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lower Receivers



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

If the make, model, model number, or caliber is not displayed in any of the drop down menus. Then you can place a check mark in the box below that states **“Not Listed”**. By selecting not listed you will be able to manually enter the make, model, model number, or caliber listed on the weapon.

The screenshot shows a web browser window displaying the "Firearm Information" form. The browser tabs include "Re: I'm Done!! - kar...", "Shared with me - G...", "Copy of 7.6.16 Wo...", "Working List - Pro...", "Inbox (2,240) - kar...", and "Maryland State Poli...". The browser address bar shows "209.48.45.170/MSPBridgeClient/#/application/firearmInformation". The page has a navigation bar with "My Information", "Information Release", "HQL Information", "Firearm Information", "Gift Giver", "Questions", and "Submit".

The "Firearm Information" form includes the following fields and options:

- Is the firearm***: Radio buttons for "New" and "Used" (selected).
- Type***: Drop-down menu showing "Revolver".
- Make***: Drop-down menu showing "Sturm Ruger".
- Model***: Drop-down menu showing "New Model Bisley".
- Unlisted Model Number***: Check box for "Not Listed" (checked).
- Caliber***: Drop-down menu with a "Not Listed" check box.
- Barrel Length (inches)***: Check box for "Greater than or equal to 16 inches".
- Finish***: Drop-down menu.
- Country of Origin***: Drop-down menu.
- Serial #***: Text input field.
- Confirm Serial #***: Text input field.
- ADD SERIAL**: Button.

A note at the bottom of the form states: "In the case of multiple serial numbers on a firearm, the Bureau of Alcohol, Tobacco and Firearms recommends that the United States importer serial number is the serial number to reference."

A yellow banner at the bottom of the form contains the following text:

Handgun Roster:
Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lawyer Receivers



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

The screenshot shows a web browser window with the URL 209.48.45.170/MSPBridgeClient/#/application/firearmInformation. The browser's address bar and tabs are visible at the top. Below the browser, a navigation menu includes "My Information", "Information Release", "HQL Information", "Firearm Information" (which is highlighted), "Gift Giver", "Questions", and "Submit".

The "Firearm Information" form is displayed on a light yellow background. It contains the following fields and options:

- Is the firearm***: Radio buttons for "New" and "Used" (selected).
- Type***: Dropdown menu with "Revolver" selected.
- Make***: Dropdown menu with "Sturm Ruger" selected. Below it is a checkbox for "Not Listed".
- Model***: Dropdown menu with "New Model Bisley" selected. Below it is a checkbox for "Not Listed".
- Model Number***: Dropdown menu with "N/A" selected. Below it is a checkbox for "Not Listed".
- Caliber***: Dropdown menu with "Not Listed" selected. Below it is a checkbox for "Not Listed" and the text "Caliber is required".
- Barrel Length (inches)***: A checkbox for "Greater than or equal to 16 inches".
- Finish***: Dropdown menu.
- Country of Origin***: Dropdown menu.
- Serial #***: Text input field.
- Confirm Serial #***: Text input field.
- ADD SERIAL**: Button.

Below the form, a note states: "In the case of multiple serial numbers on a firearm, the Bureau of Alcohol, Tobacco and Firearms recommends that the United States importer serial number is the serial number to reference."

A yellow highlighted box contains the following text:

Handgun Roster:
Unless otherwise exempt, a person may not sell or offer for sale a handgun manufactured after January 1, 1985, unless it is listed on the handgun roster.

Exceptions:
Inheritance
Voluntary Registration
Lower Receivers

Note: If the weapon does not have a Model number you will be able to select "N/A" from the drop down menu.



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE

Complete the attestation questions

Maryland State Police Licensing PortalMerchant User Phone Operator State Agencies Online ServicesLIVE HELPSAVE & EXIT APPLICATIONLOG OUT

My Information Information Release HQL Information Firearm Information Gift Giver Questions Submit

Attestation Questions

PAGE 1

PAGE 2

PAGE 3

PAGE 4

PAGE 5

1. Are you **UNDER 21** years of age? *
 Yes No
2. Are you participating in a **straw purchase** of a regulated firearm? * 
 Yes No

Straw purchase means a transaction in which an individual uses another person, known as the straw purchaser, to complete the application to purchase a regulated firearm, take initial possession of that firearm and subsequently transfer that firearm to the first individual.
3. Have you ever been convicted of a crime of violence? *
 Yes No

The term *crime of violence* means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, §386 of the Code; mayhem as previously proscribed under former Article 27, §384 of the Code; murder in the first or second degree; rape in the first or second degree; robbery; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; an attempt to commit any of the crimes listed above; or assault with intent to commit any of the crimes listed above or assault with intent to commit a crime punishable by imprisonment for more than 1 year.
4. Have you ever received probation before judgment (PBJ) for a crime of violence? *
 Yes No

Refer to question #3 for the definition of a crime of violence. This question does not apply to PBJ for assaults in the second degree or to an expunged PBJ.
5. Have you ever received probation before judgment (PBJ) in a domestically related crime? *
 Yes No

Domestically related crime means a crime committed by a defendant against a victim who is a person eligible for relief, as defined in § 4-501 of the Family Law Article, or who had a sexual relationship with the defendant within 12 months before the commission of the crime. This question does not apply to an expunged PBJ.

BACK

NEXT

Note: Any words in bold can be defined by clicking on the blue question mark at the end of the question .



MARYLAND STATE POLICE – LICENSING PORTAL USER’S GUIDE

Now you have the option to upload any documents you wish to accompany your application for the Licensing Division to review. If you do not have any documents then you will simply need to sign and submit your application. To sign your application electronically all you will need to do is type your first and last name under **“Name of Buyer/Transferee”**. Once you have electronically signed your application you will notice it has been date and time stamped. Your application is now complete and has been submitted to the Licensing Division.



Upload Documents

Click “SELECT FILE” below to upload a scan or image of the recommended documents. Click “ADD NEW DOCUMENT” to attach and upload any other documents you wish to include with your application.

You may upload any .PDF, .JPG, .JPEG, .PNG, .DOC, or .DOCX file up to 5MB in size.

+ ADD NEW DOCUMENT		
Document Type	Description	File Name
HQL Card	Image of HQL Card	<input type="button" value="SELECT FILE"/> <input type="button" value="ATTACH DOCUMENT"/>

Sign & Submit Application

NOTICE: 7-Day Waiting Period. A dealer or other person may not sell, rent, transfer, or purchase a regulated firearm until after 7 days following the time a firearm application is forwarded to the Maryland State Police. Applications must be forwarded to the Maryland Department of State Police (MDSP) by a licensed firearm dealer or a designated law enforcement agency.

Signature of Buyer / Transferee

I certify under the penalty of perjury that the information contained in this Application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

Name of Buyer / Transferee

First Name*	Last Name*
Katrice	Howard

Application signed on: 10/27/2016 10:46 AM



MARYLAND STATE POLICE – LICENSING PORTAL USER'S GUIDE
