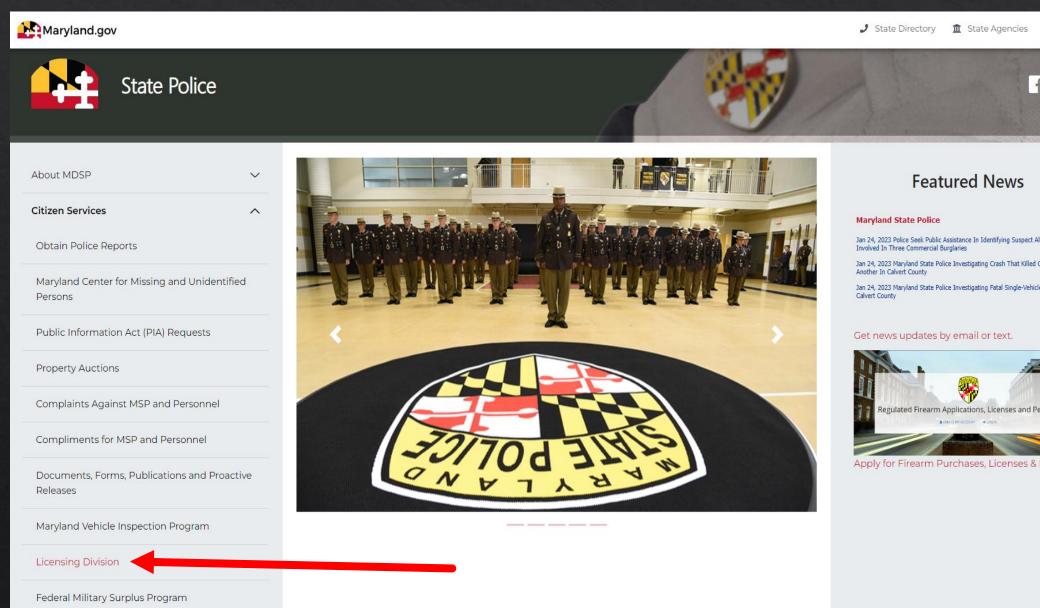
# Firearms Registration Unit

How to submit a 77R firearm purchase application

To apply, go to the Maryland State Police website. Click on the Licensing Division tab...



#### **Featured News**

fy D

Jan 24, 2023 Police Seek Public Assistance In Identifying Suspect Allegedly Involved In Three Commercial Burglaries

Jan 24, 2023 Maryland State Police Investigating Crash That Killed One, Injured

Jan 24, 2023 Maryland State Police Investigating Fatal Single-Vehicle Crash In

#### Get news updates by email or text.



Apply for Firearm Purchases, Licenses & Permits

On the next page, scroll down and click on the Licensing Division portal...

Application to Purchase a Regulated Firearm

Application for Handgun Wear/Carry Permit

Machine Gun Registration

**Licensing Portal** 





Handgun Qualification License (HQL) Application

LEOSA

Qualified Handgun Instructor

Intercept Devices & K9 (LE Only)





Or, click one of the links below to proceed to your area of interest.

FIREARM PURCHASE, CARRY, OR REGISTER



Purchase a Regulated Firearm

Handgun Qualification License (HQL)

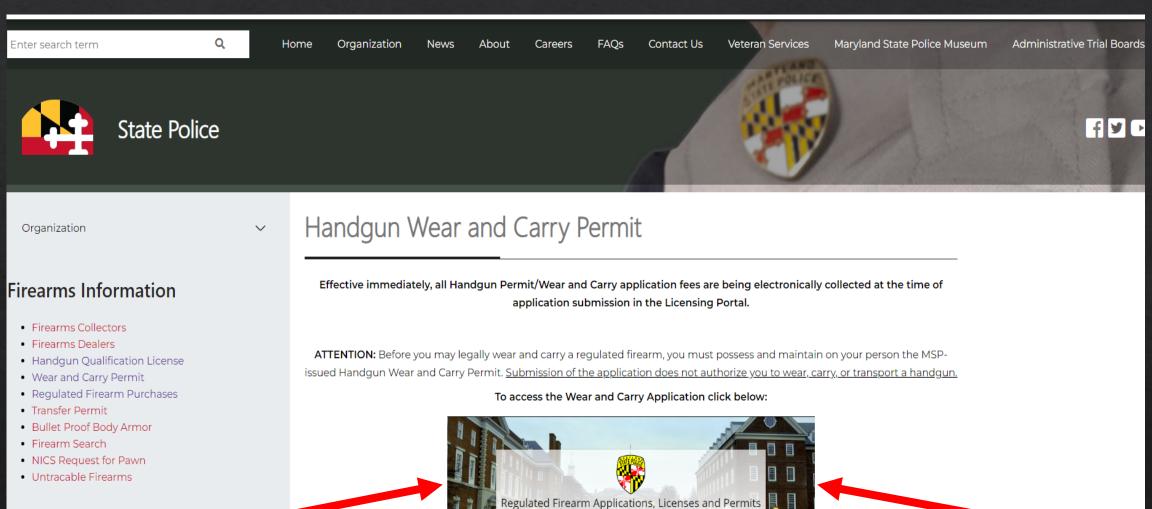
Wear and Carry Handgun Permit

Firearms Collectors

Firearms Dealers

For more information about regulated firearm purchases, click here

### The Wear & Carry Permit information page, also with a link to the portal...



#### **Licensing Division**

- Licensing Division Home
- Application Fees
- · Licensing Portal
- · Handgun Roster Board

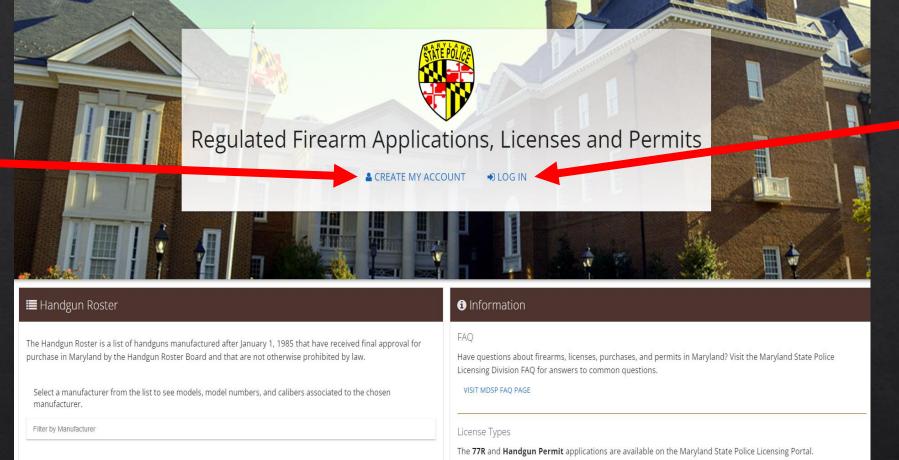
Training must be successfully completed prior to submitting the application, unless you are exempt from training. Please click

▲ CREATE MY ACCOUNT ● LOG IN

**here** for information on Wear and Carry Permit Training

Welcome to the Maryland State Police Licensing Division Portal. The 77R and Handgun Permit applications are completed in the portal.

You must have a portal account to submit any application. Click "Create My Account" to set up your portal account.



Click "Log In" to access your account.

EACH INDIVIDUAL APPLICANT MUST HAVE A PERSONAL EMAIL ADDRESS TO REGISTER FOR THEIR OWN INDIVIDUAL PORTAL ACCOUNT. SHARED PORTAL ACCOUNTS ARE NOT PERMITTED AND WILL DELAY PROCESSING OF APPLICATIONS

Police Licensing Division Automation page

More options will be available in the future. You can find news about upcoming applications at the Maryland State

### "Create My Account" looks like this... YOU MUST HAVE A VALID EMAIL ADDRESS

#### 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 *  First Name is required	Middle Name		Last Name *		Suffix 🔻
The email address used here must be one that you have according process.	ess to. You will need to access it immediately aft	er account creation to	confirm/verify ownership of the email address be	fore you can begin yo	our application
Email *		Confirm Email *			
Password *  Confirm Password *		_	Password Requirements Minimum 12 Characters. Contains both letters and numbers. Contains at least one upper case letter. Is not all numbers, all special characters, or all alpl Does not contain leading or trailing blanks. Does not contain 3 or more consecutive identical o		
Date of Birth * Gender	▼ Social Security Numbe	r	Driver's License State*	Driver's	License # *
MM/DD/YYYY  Home Phone	Work Phone		Mobile Phone		

# Completing your registration

- 1) Check your personal email inbox/spam folder for message from MSP.Licensing@maryland.gov
- 2) Open email message then click blue Activate My Account
- 3) After clicking Activate My Account, applicant will be directed back to the Licensing Portal.

4) Message will be as follows; Your Account Has Been Activated. Congratulations, please log in below to access your personal Account Page.

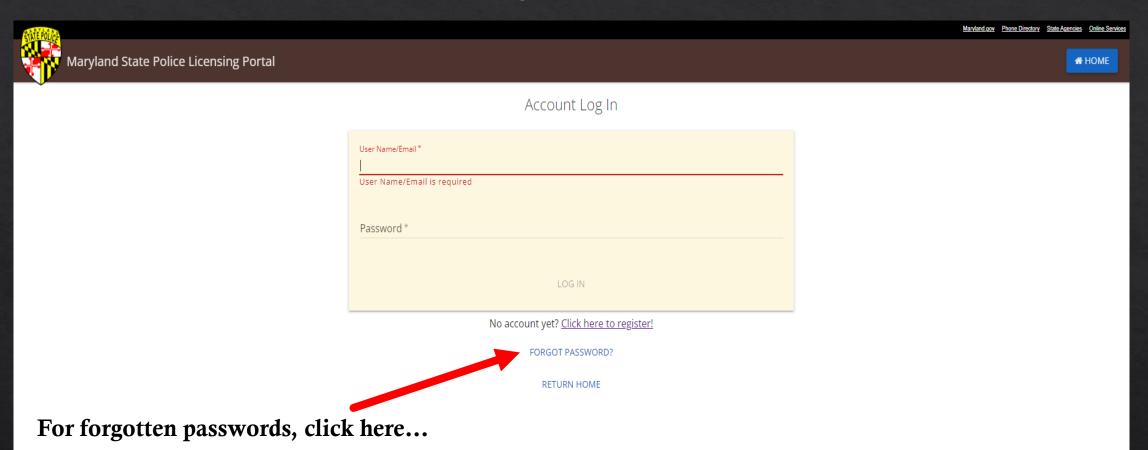
Account Log In

Your Account Has Been Activated

Congratulations: your new account has been activated! Please log in below to access your

personal Account Page.

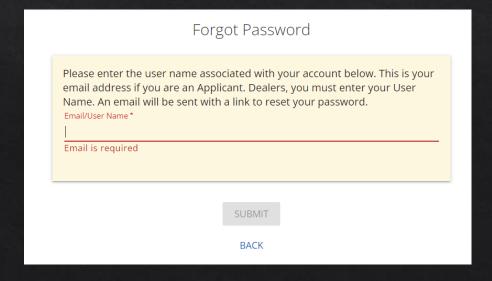
#### "Account Log In" looks like this.



If you no longer have access to the email address you used to initially create your portal account, <u>DO</u> <u>NOT</u> create a new account. Email the Firearms Registration Unit, include your name, Drivers License Number, and new email address, and they will change your email address.

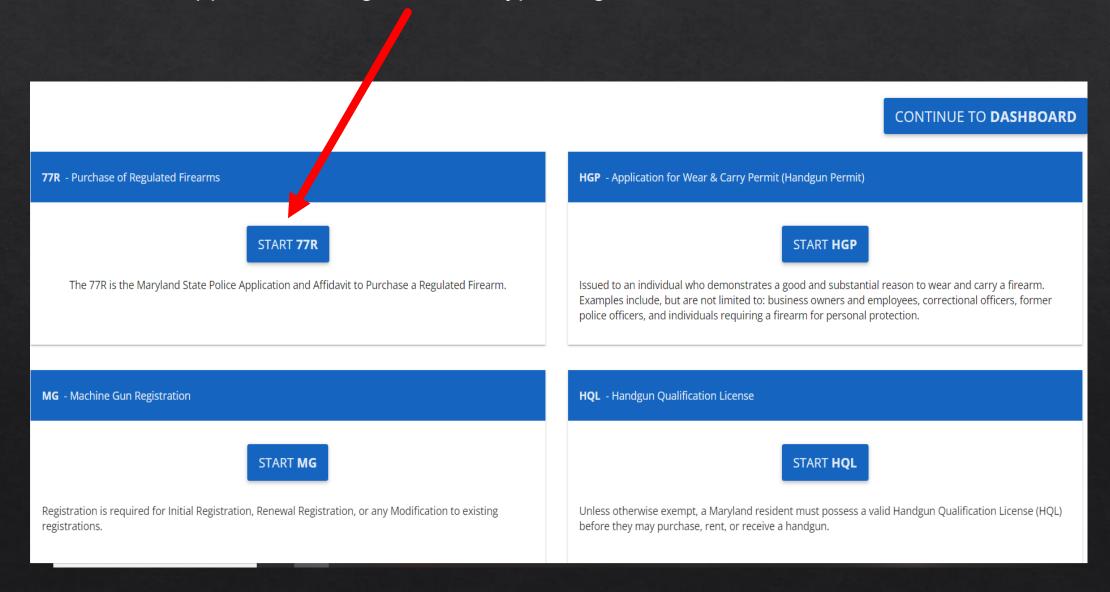
# Forgot Password?

- 1. Click the forgot password link
- 2. Enter your email (associated with your Portal account)
- 3. Check your email Inbox/spam folder for an email containing a link (the links should be considered one time use only)
- 4. Click the link and change your password (12 characters, Capital letter, numbers, special characters)
- 5. A cellphone can be used in desktop mode to change your password



### Once logged into your portal account, this is the screen you see.

All 77R firearms applications, regardless of type, begin here...



### Start completing your 77R application

• This account should be used by one pe	erson only. Do not share your login information with anyone.				
Application Type*					
Please select one.					
O I'm purchasing from a firearm or reta	il store (Dealer Sale).				
O I'm purchasing a firearm from another	er person (Secondary Sale).				
O I received the firearm as a gift (Gift).					
O I own a firearm already and I would li	ike to register it with the state (Voluntary Registration).				
O I inherited the firearm (Inheritance).					
O I am registering a Privately Made Fire	arm (PMF) or an Unfinished Frame or Receiver per PS 5-703 (Pri	ivately Made Firearm).			
O I'm applying for some other purchase	e type.				
Application type is required					
Basic Information Buyer / Transferee Information					
			Suffix*		
First Name *	Middle Name *	Last Name *	NONE		•
First name is required	I have no middle name Middle name is required	Last name is required			
Maiden Name (if applicable)		Nick Name (if applicable)			
	Country of Birth*			State Of Birth*	
Date of Birth *	UNITED STATES	▼ City of Birth *		MARYLAND	•
Date of birth is required		City of birth is r	equired		

Choose Application Type: Dealer Sale, Secondary Sale, Gift, Voluntary, Inheritance, Privately Made Firearm, other purchase type

Dealer Sale: Transfer between Firearm Dealer and applicant requires payment

<u>Secondary Sale</u>: Transfer between seller and buyer requires payment of \$10. This sale can be handled by MSP Barrack or FFL Dealer.

<u>Secondary Sale types:</u> FFL Dealer does not take firearm into inventory. If FFL takes firearm into inventory, the application is then a Dealer Sale

Gift: Transfer between immediate family members such as spouse, mother, father, child, grandparents, grandchild

<u>Voluntary Registration</u>: Previously owned firearms brought into the state prior to Oct 1, 2013.

New Resident: (see new resident form under Firearm purchase contact the HQL section)

<u>Inheritance application</u>: Transfer that occurs upon someone's death.

ALL PAYMENTS are handled through electronic services, the Maryland State Police is not involved in this process. Issues should be directed to the payment vendor NIC 1-888-9MD-EGOV(963-3468)

- Basic Information (Buyer/Transferee Information)
- > Fill out all missing demographics/verify it is correct
- Make sure the applicant enters specific occupation
- Designator Collector status is only "yes" if applicant has an approved letter from the Maryland State Police.
- Click next when completed
- Click box on Information Release page

- Handgun Qualification License Information Choices
- Data Enter HQL Number
- Click box if you are HQL Exempt
- HQL Exemption Options are as follows;
  - Licensed Firearms Manufacturer
  - Current/Retired Law Enforcement Officer (MD agencies only or Federal law enforcement agencies)
  - Active/Retired member of Armed Forces of US or National Guard
  - Purchase of a Curio or Relic (defined by ATF)
  - Lower Receiver/or Frame Purchase/Privately Made Firearms/Unfinished Frame or Receiver

- > Attestation Questions, total of 25 question must be answered truthfully
- Submit and Upload all required Documents (ie. DD214)
- Type First Name and Last Name
- Click Submit

After Application is submitted to Application Pool, applicant will receive an email from MSP Licensing Portal.

Email will have your Application Number and Pin number.

Applicant will take Application Number and Pin number to FFL Dealer. The dealer will verify HQL, ID and attestation questions. Dealer will enter applicant's firearm choice and submit application to MSP Firearms Registration Unit.

If it is a secondary sale the purchaser will take Application Number and Pin to FFL Dealer or MSP Barrack. Firearm is entered and application submitted to MSP Firearms Registration Unit.

If 77R application is a gift, inheritance, or voluntary registration, applicant is responsible for entering the firearm on the application and submit application to MSP Firearms Registration Unit.

Application will be processed in 7 days. On the 8<sup>th</sup> day the purchaser will receive an email from MSP with final Disposition of application. Those who receive a Not Disapprove email may complete the transfer. In cases of a Secondary Sale, the seller will also receive an email.

### On your home screen, click DASHBOARD...

**CONTINUE TO DASHBOARD** 

**77R** - Purchase of Regulated Firearms

START 77R

The 77R is the Maryland State Police Application and Affidavit to Purchase a Regulated Firearm.

**HGP** - Application for Wear & Carry Permit (Handgun Permit)

START **HGP** 

Issued to an individual who demonstrates a good and substantial reason to wear and carry a firearm. Examples include, but are not limited to: business owners and employees, correctional officers, former police officers, and individuals requiring a firearm for personal protection.

**MG** - Machine Gun Registration

START MG

Registration is required for Initial Registration, Renewal Registration, or any Modification to existing registrations.

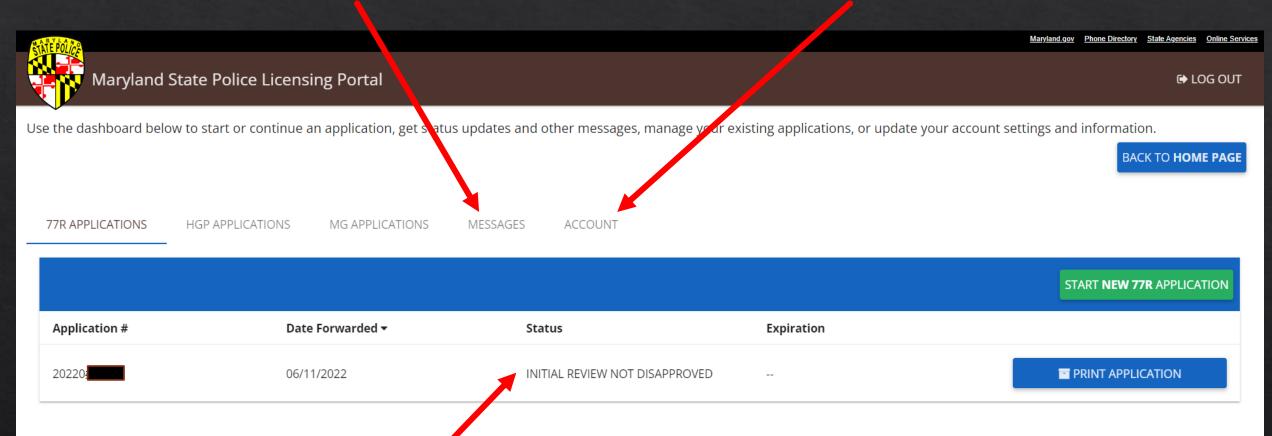
**HQL** - Handgun Qualification License

START **HQL** 

Unless otherwise exempt, a Maryland resident must possess a valid Handgun Qualification License (HQL) before they may purchase, rent, or receive a handgun.

#### This is your Dashboard

Click here to review all emails associated with your application. Click here to update your account information.



Your application status is displayed here

### Frequently Asked Questions

#### Do I need a Handgun Qualification License (HQL) in order to purchase a lower receiver?

No, a lower receiver of a banned assault long gun is classified by the State as a "firearm," but not a "handgun". A Handgun Qualification License (HQL) is only needed if you are purchasing a handgun that is not classified as a curio and relic.

#### May I build my lower receiver purchased at any time into a handgun?

Yes, a lower receiver of a banned assault long gun may be manufactured provided there is compliance with federal and other state laws—into a handgun.

#### May I build my lower receiver purchased after 10/1/2013 into an assault long gun?

No, a lower receiver of a banned assault long gun purchased after 10/1/2013 may be built—provided there is compliance with federal and other state laws—only into a handgun, a short barreled rifle that has an overall length of 29 inches or greater, or if the lower receiver is an AR15 platform, into a heavy barrel model.

#### Who will be responsible for fingerprinting applicants?

The Department of Public Safety and Correctional Services. Please refer to the Public Safety and Correctional Services website for fingerprinting details and locations click <u>HERE</u>.

#### What is a habitual user?

Habitual user is a person who has been found guilty of two controlled dangerous substance crimes, one of which occurred in the past 5 years.

#### What is a habitual drunkard?

Habitual drunkard is a person who has been found guilty of any three crimes under § 21-902(a), (b), or (c) of the Transportation Article, one of which occurred in the past year.

### Will I need to obtain a Handgun Qualification License in order to purchase a regulated firearm?

Yes. Please see the Handgun Qualification License page for more information.

#### Can you check my record prior to filling out the paperwork for a regulated firearm?

No, Maryland law does not allow the Maryland State Police to access your criminal record without first having an application on file.

# The Maryland State Police recently confirmed my eligibility and I purchased a handgun last month. Why am I on review again?

Even though you have recently purchased a handgun legally, a background check is still required. MSP must ensure that since the time of your purchase you have not been served a protective order, or been arrested, convicted of a disqualifying crime, or placed on supervised probation, etc.

# Can I complete an additional application for the purchase of a regulated firearm even though I am currently waiting for my previous application to be approved?

A person may not purchase more than one regulated firearm in a 30-Day period. You may complete more than one application within 30 days, however you may not transfer or take possession of more than one firearm within the 30 day period. Exceptions to this rule are listed on the Regulated Firearms Collector page.

#### Why am I placed on review?

If there are any discrepancies discovered on the 77R application and/or during any records checks, the application will be placed on hold pending further review by a Maryland State Trooper to ensure the applicant is not prohibited from possessing a regulated firearm.

#### How do I check the status of my 77R application?

- Your current application status can be obtained by logging in to your Licensing Portal account
- 77R applications can take up to 7 days to process. If it has been more than 7 days since your application was accepted for processing, please email the Firearms Registration Unit for further instructions: msp.firearmsregistration@maryland.gov
- To check what date your application was accepted for processing, login to your Licensing Portal Account and go to your Dashboard. The email with the date your application was accepted for processing is available for review under the "Messages" tab. This email was also sent to your email address associated with your portal account.

# For questions, please send an email to the Firearms Registration Unit

msp.firearmsregistration@maryland.gov