



Maryland State Police  
Licensing Division  
**ADVISORY**  
**LD-FRS – 14-001 Supplement**



March 11, 2014

**UPDATE – New Policy and Procedures for 2014**

On January 1, 2014, the Firearms Registration Section announced its intention to integrate automation into its long standing manual processing of the Maryland State Police Application and Affidavit to Purchase a Regulated Firearm (MSP 77R). This supplement is being sent in order to provide licensed firearms dealers, and those who submit the 77R for processing, an update on our progress.

To date, more than 4,000 77Rs have been received by the Maryland State Police using the enhanced process. Overall, licensed dealers have reported favorably on the process upgrades. Despite the initial success, the new system has encountered communication errors between the fax server that receives the 77R image and the tool used by the Firearms Registration Section to view the faxed image.

In order to better control these instances, the below request is being made of our licensed dealers and those who submit 77Rs for processing.

All submitted applications should be faxed to **410-486-6360** in the order listed below.

1. Dealer Application Fax Ledger Sheet
2. 77R-2
3. 77C (if applicable)
4. 77R-1 page 1
5. 77R-1 page 2
6. 77M (if applicable)
7. 77R-3

N.I.C.S. re-checks and all other faxes must be faxed to **410-653-4036**. Strict adherence to this policy is required, and auditors will confirm compliance during their visits/inspections. The Firearms Registration Section is fully capable of meeting our seven-day mandate. As such, we encourage any dealer who has not received notice from the Department within this established time frame to call or email immediately as this condition is likely the result of the communication error described above.

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Lastly, in an effort to reduce the number of applications being rejected for improper completion, dealers are reminded to correctly document the Handgun Qualification License number. This information is required on 77R-1 page 1 of 2, Section 1, “Handgun Qualification License Number:” The correct format for this license type is:

**HQL-2013-123456**

**QHIC-2013-1234**

**QHIL-2013-1234**

The Firearms Registration Section is appreciative of the cooperation we have received from Maryland’s licensed firearms dealers. We look forward to continue on our road to progress and encourage each of you to continue to look to our website for automation updates and to call the Section with any questions or concerns you may have.