

REVISED FEES FOR LICENSING APPLICATIONS

EFFECTIVE March 19, 2012, The Maryland Department of State Police will no longer accept federal and/or State fingerprint cards from Applicants for Permits, Licenses, Commissions or any other type of certification or identification related to Licensing Division activities and/or responsibilities. The Maryland Department of Public Safety and Correctional Services and the Federal Bureau of Investigation, the entities that processes fingerprint cards (inked and rolled type), has notified the Maryland State Police that they will only process electronic submissions of fingerprints beginning on April 15, 2012. In light of the change in fingerprint submission policies, the fingerprint fees have also changed.

EFFECTIVE MARCH 19, 2012, ALL FINGERPRINTS MUST BE SUBMITTED TO THE MARYLAND STATE POLICE ELECTRONICALLY VIA AN APPROVED ELECTRONIC FINGERPRINT PROCESSING CENTER. FOR FURTHER INFORMATION, PLEASE USE THE BELOW LINK TO REVIEW THE NEW POLICIES AND PROCEDURES AND FEES PRESENTED BY THE MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES, AS WELL AS TO LOCATE THE SITES AVAILABLE FOR ELECTRONIC FINGERPRINTING:

www.dpscs.maryland.gov/publicservs/fingerprint.shtml

AS OF MARCH 19, 2012, THE LICENSING DIVISION WILL ONLY ACCEPT FINGERPRINTS OBTAINED BY ELECTRONIC FINGERPRINT CAPTURE TECHNOLOGY.

EFFECTIVE MARCH 19, 2012, ALL APPLICANTS, SUBMITTING AN APPLICATION FOR SERVICES PROVIDED BY THE MARYLAND STATE POLICE LICENSING DIVISION, WILL BE REQUIRED TO SUBMIT A CHECK OR MONEY ORDER, PAYABLE TO THE MARYLAND STATE POLICE, IN THE AMOUNT OF THE **“APPLICATION FEE”** AS IDENTIFIED BELOW. SUBMIT THE PAYMENT WITH THE APPLICATION. FEES PAID TO THE MARYLAND STATE POLICE. DO NOT INCLUDE THOSE FEES OWED TO THE **ELECTRONIC FINGERPRINT PROCESSING CENTER**. PLEASE BE REMINDED THAT THE FINGERPRINT FEES IDENTIFIED BELOW DO NOT INCLUDE THE SERVICE FEE CHARGED BY THE ELECTRONIC FINGERPRINT PROCESSING CENTER. INDIVIDUAL CENTERS CHARGE DIFFERENT FEES.

FEES WHEN LIVE SCAN ELECTRONIC FINGERPRINTS ARE SUBMITTED

| <u>Application Type</u> | <u>Application Fee</u> |
|---|-------------------------------|
| Handgun Permit (Original) | \$75 |
| Handgun Permit (Renewal) | \$50 |
| Security Guard Agency New (NOT incorporated) | \$200 |
| Security Agency Renewal (NOT incorporated) | \$200 |
| Security Guard Agency New (incorporated) | \$375 |
| Security Guard Agency Renewal (incorporated) | \$400 |
| Security Guard (Original) | \$15 |
| Security Guard (Renewal) | \$10 |
| Private Detective Agency New (NOT incorporated) | \$200 |
| Private Detective Agency Renewal (NOT incorporated) | \$200 |
| Private Detective Agency New (incorporated) | \$375 |
| Private Detective Agency Renewal (incorporated) | \$400 |
| Private Detective (Original) | \$15 |
| Private Detective (Renewal) | \$10 |
| New dual Security Guard/Private Detective Agency (incorporated) | \$750 |
| Renewal dual Security Guard/Private Detective Agency (incorporated) | \$800 |

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FEES WHEN LIVE SCAN ELECTRONIC FINGERPRINTS ARE SUBMITTED

| <u>Application Type</u> | <u>Application Fee</u> |
|---|------------------------|
| New dual Security Guard/Private Detective Agency (NOT incorporated) | \$375 |
| Renewal dual Security Guard/Private Detective Agency (NOT incorporated) | \$400 |
| Corporate Officers for Security Guard/Private Detective Agency (Original) | N/A |
| Corporate Officers for Security Guard or Private Detective Agency Renewal | N/A |
| <u>In-State Fees</u> | |
| Security Systems Agency (Individual Licensee - Original) | \$117.25 |
| Security Systems Agency Firm Member (Original) Security Systems Agency (Renewal) | N/A |
| Security Systems Agency Firm (Renewal) | \$100 |
| Security Systems Technician (Original) | N/A |
| Security Systems Technician (Renewal) | \$15 |
| Special Police Officer (Original) | \$100 |
| Special Police Officer (Renewal) | \$60 |
| Railroad Police Officer (Original) | \$160 |
| Railroad Police Officer (Renewal) | N/A |
| Special Police Officer/Railroad Police from State agencies | N/A |
| K-9 Registration | N/A |
| K-9 Registration (Renewal) | N/A |
| Purchase of Regulated Firearm | \$10 |
| Secondary Sales of Regulated Firearms | \$10 |
| Firearms Dealer (New) | \$50 |
| Firearms Dealer (Renewals) | \$25 |
| New Resident Registration (Regulated Firearms) | \$15 |
| Temporary Transfer Permits (Regulated Firearms) | \$10 |
| Machine Gun (New) | \$10 |
| Machine Gun (Renewals) | \$10 |
| NFA/Class 3 Weapons | N/A |

SUBMIT PAYMENT FOR APPLICATIONS BY WAY OF CHECK OR MONEY ORDER PAYABLE TO THE MARYLAND STATE POLICE. PLEASE ENSURE CHECKS ARE DRAWN ON ACTIVE ACCOUNTS WITH SUFFICIENT FUNDS. IF FINGERPRINTS WERE SUBMITTED BY WAY OF ELECTRONIC FINGERPRINT PROCESSING CENTER DO NOT INCLUDE FEE FOR FINGERPRINTS – ONLY INCLUDE THE RECEIPT OR TRANSACTION REPORT CONTAINING THE TRACKING NUMBER.

APPLICATION FEES HAVE NOT CHANGED

REVISED FEES FOR LICENSING APPLICATIONS

NON-MARYLAND RESIDENT APPLICANT - FEE SCHEDULE

On occasion, out-of-state or non-Maryland residents are required to submit fingerprints to the Maryland State Police as part of an application process. Initial applications require submission of fingerprints to both the State, of Maryland and Federal Bureau of Investigation for comparison in fingerprint-based criminal history records systems.

If you are an out-of-state resident, supported by a valid out-of-state driver's license, The Maryland State Police will continue to accept rolled ink fingerprint cards. Only out-of-state residents may submit inked rolled fingerprints.

Applicants submitting **FINGERPRINT CARDS** (inked and rolled) for federal and/or criminal record checks for Permits, Licenses, Commissions or any other type of certification or identification related to Licensing Division activities and/or responsibilities, via **FINGERPRINT CARD** submissions, are required to submit the fee for both the fingerprint and application processes.

ONLY ONE set of fingerprint card(s) will be needed for the initial application process. Dual applications, defined as one applicant applying for two separate permits and/or licenses, will require the submission of ONE SET of fingerprints card(s) with the application. Applicants submitting dual applications must submit a separate check or money order for each permit and/or license being sought.

APPLICATIONS ACCOMPANIED BY FINGERPRINT CARDS SHOULD BE FORWARDED TO THE MARYLAND STATE POLICE, ACCOMPANIED BY A CHECK OR MONEY ORDER, PAYABLE TO THE MARYLAND STATE POLICE IN THE AMOUNT OF THE BELOW-LISTED APPLICABLE APPLICATION FEE(S):

FEES WHEN FINGERPRINT CARDS ARE SUBMITTED

| <u>Application Type</u> | <u>Application Fee</u> | <u>CJIS</u> | <u>FBI</u> | <u>Total fee</u> |
|--|------------------------|-------------|------------|------------------|
| Handgun Permit (Original) | \$75 | \$18 | \$14.75 | \$107.75 |
| Handgun Permit (Renewal) | \$50 | N/A | \$14.75 | \$64.75 |
| Security Guard Agency New (NOT incorporated) | \$200 | \$18 | \$14.75 | \$232.75 |
| Security Agency Renewal (NOT incorporated) | \$200 | N/A | \$14.75 | \$214.75 |
| Security Guard Agency New (incorporated) | \$375 | \$18 | \$14.75 | \$407.75 |
| Security Guard Agency Renewal (incorporated) | \$400 | N/A | \$14.75 | \$414.75 |
| Security Guard (Original) | \$15 | \$18 | \$14.75 | \$47.75 |
| Security Guard (Renewal) | \$10 | N/A | \$14.75 | \$24.75 |
| Private Detective Agency New (NOT incorporated) | \$200 | \$18 | \$14.75 | \$232.75 |
| Private Detective Agency Renewal (NOT incorporated) | \$200 | N/A | \$14.75 | \$214.75 |
| Private Detective Agency New (incorporated) | \$375 | \$18 | \$14.75 | \$407.75 |
| Private Detective Agency Renewal (incorporated) | \$400 | N/A | \$14.75 | \$414.75 |
| Private Detective (Original) | \$15 | \$18 | \$14.75 | \$47.75 |
| Private Detective (Renewal) | \$10 | N/A | \$14.75 | \$24.75 |

REVISED FEES FOR LICENSING APPLICATIONS

| <u>Application Type</u> | <u>Application Fee</u> | <u>CJIS</u> | <u>FBI</u> | <u>Total Fee</u> |
|--|------------------------|-------------|------------|------------------|
| New dual Security Guard/Private Detective Agency (<i>inc.</i>) | \$750 | \$18 | \$14.75 | \$782.75 |
| Renewal dual SG/PD Agency (<i>incorporated</i>) | \$800 | N/A | \$14.75 | \$814.75 |
| New dual SG/PD Agency (<i>NOT incorporated</i>) | \$375 | \$18 | \$14.75 | \$407.75 |
| Renewal dual SG/PD Agency (<i>NOT incorporated</i>) | \$400 | N/A | \$14.75 | \$414.75 |
| Corporate Officers for SG/PD Agencies Original | N/A | \$18 | \$14.75 | \$32.75 |
| Corporate Officers for SG or PD Agencies Renewal | N/A | N/A | \$14.75 | \$14.75 |
| Security Systems Agency (Individual Licensee - Original) | \$117.25 | \$18 | \$14.75 | \$150.00 |
| Security Systems Agency Firm Member (Original) | N/A | \$18 | \$14.75 | \$32.75 |
| Security Systems Agency (Renewal) | \$100 | \$18 | \$14.75 | \$132.75 |
| Security Systems Agency Firm (Renewal) | N/A | \$18 | \$14.75 | \$32.75 |
| Security Systems Technician (Original) | \$15 | \$18 | \$14.75 | \$47.75 |
| Security Systems Technician (Renewal) | \$15 | \$18 | \$14.75 | \$47.75 |
| Special Police Officer (Original) | \$100 | \$18 | \$14.75 | \$132.75 |
| Special Police Officer (Renewal) | \$60 | N/A | \$14.75 | \$74.75 |
| Railroad Police Officer (Original) | \$160 | \$18 | \$14.75 | \$192.75 |
| Railroad Police Officer (Renewal) | N/A | N/A | N/A | N/A |
| Special Police Officer/RR Officer from State agencies | N/A | \$18 | \$14.75 | \$32.75 |
| K-9 Registration | N/A | N/A | N/A | N/A |
| K-9 Registration (Renewal) | N/A | N/A | N/A | N/A |
| Purchase of Regulated Firearm | \$10 | N/A | N/A | \$10 |
| Secondary Sales of Regulated Firearms | \$10 | N/A | N/A | \$10 |
| Firearms Dealer (New) | \$50 | N/A | N/A | \$50.00 |
| Firearms Dealer (Renewals) | \$25 | N/A | N/A | \$25 |
| Temporary Transfer Permits (regulated firearms) | \$10 | N/A | N/A | \$10 |
| Machine Gun (New) | \$10 | N/A | N/A | \$10 |
| Machine Gun (Renewals) | \$10 | N/A | N/A | \$10 |
| NFA/Class 3 Weapons | N/A | N/A | N/A | N/A |

APPLICATION FEES HAVE NOT CHANGED – ONLY THE FBI FINGERPRINT FEE HAS CHANGED