MARYLAND STATE POLICE

LICENSING PORTAL

BARRACK USERS GUIDE

VERSION 1.0
JULY 2016

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SYSTEM REQUIREMENTS

In order to access and most effectively process the online 77R-E applications, all you will need is a device – laptop, tablet, smart phone – that can run a current web browser. Current browsers include Internet Explorer, Google Chrome, Firefox, and Safari.

The operating system requirements for each of the listed web browsers is given here:

Google

Windows:

Windows XP and up

Mac:

Lion (10.7) and up

Linux:

Google Drive isn't currently available using the Linux operating system.

Internet Explorer 11

Windows:
Windows 10 (32-bit or 64-bit)
Windows 8.1 Update (32-bit or 64-bit)
Windows 7 with SP1 (32-bit or 64-bit)
Windows Server 2012 R2
Windows Server 2008 R2 with SP1 (64-bit only)

Firefox

Mac:
Mac OS X 10.6
Mac OS X 10.7
Mac OS X 10.8

Windows:
Windows XP SP2
Windows Server 2003
Windows Vista
Windows 7
Windows 8

Safari

Mac:
Mac running Mac OS X v10.7.4 or later

PURPOSE

The purpose of this Guide is to provide an overview of the Maryland State Police Licensing Portal for Barrack Commanders and Duty Officers who will be facilitating the transfer of regulated firearms. Once the Portal is live, applicants will be required to use the online form in order to apply for the purchase of a regulated firearm, and Barracks will be required to use the Portal's online processing in order to facilitate the Secondary Sale/Transfer of regulated weapons.

The Licensing Portal will also introduce electronic payment for the application fee collected by the State.

ACCESSING THE PORTAL

Each Barrack will receive their Portal account from the Maryland State Police, Licensing Division. Each Barrack location will have one unique account to be used at that location. Account information will be emailed to each Barrack Commander.

Account Activation

admin@MSPBridge.gov
To Verification

Hello Katrice,
A new account has been set up for you.
Your User Name is: khoward
Pin for settings: 1144.
To set your password for you new account please click the link below:
Set Password
If you believe you have received this email in error, please contact the Maryland State Police Licensing Division at msp.automation@maryland.gov or at 410.653.4500 as soon as possible.
Thank you,
The Maryland State Police

An activation email like the one above will be sent to each Barrack once Licensing Division has created your account. When you receive your activation email, click on the **Set Password** link to setup a password for your account.

If you do not receive an activation email by August 15, 2016, please contact the Maryland State Police at 410-653-4500, or via email at msp.automation@maryland.gov.

Once your account has been activated, you are ready to log in to the Licensing Portal to process applicant applications. To log in, you will need your User Name (**Remember, your User Name is in the activation email you received when your account was created.**) and the password you set on the account when you activated it.

BARRACK HOME SCREEN

After logging in, the first screen you will see is the Barrack 'home screen,' shown below.
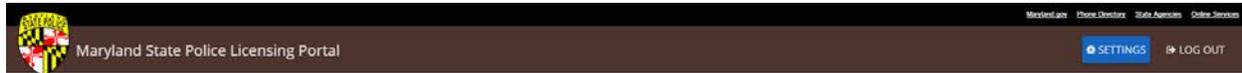
From the Barrack home screen, you can – **SEARCH** for applications, locate applications you've **SUBMITTED** to the MSP Licensing Division, see when applications are assigned **FINAL DISPOSITION**, move applications from the various queues/tabs to your **ARCHIVE**, and review **MESSAGES** received from the Licensing Portal system as applications move through it.


The primary owner of the Portal account, typically the Barrack Commander, may also administer the Barrack account **SETTINGS** from the Barrack home screen. Account settings include things like the address and contact information for the store, email address on file for the store, and password resets.
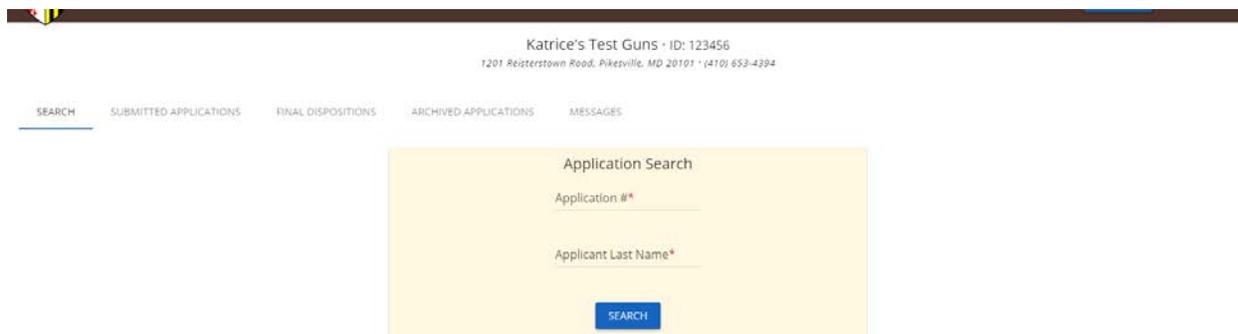
On the home screen, the main feature is the Application Search box. To locate a applicant application in the Portal system, you will need the applicant's last name AND the applicant's application number. The applicant receives a confirmation email when they submit their application into the Portal that includes their application number.
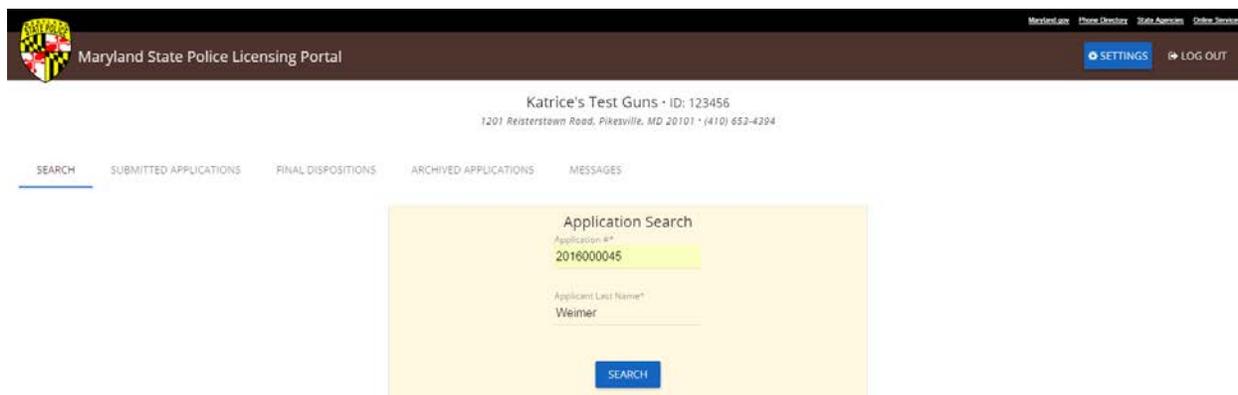
Enter these two pieces of information into their respective field and click the **SEARCH** button to find the application in the system.

If the application is not found, please confirm the format of the application number and the spelling of the applicant's last name and try again. If the application is still not found in the system, it may be that (A) the applicant has already used the application for the purchase/transfer of a weapon, or (B) the application was cancelled or marked as void and may therefore no longer be used.

When the application is located, the Portal will display the following screen. Notice that, at the top of the screen, you see the application number and full name of the applicant.

Here, the Duty Officer facilitating the sale/transfer of the selected weapon enters his/her first and last name, and then clicks **NEXT**.

APPLICANT VERIFICATION

You're now at the point of verifying that your applicant's identity matches the information entered in the application. Notice the highlighted tabs at the top of your screen – this lets you know where you are in the process.

To verify the applicant's identity, you will need to collect from them their Driver's License or State Issued ID, and their HQL or HQL Exemption documentation.

Applicant Verification

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

☐ **Name*** Name verification is required		Christine Weimer
☐ **HQL*** HQL verification is required		2014-123456
☐ **Driver's License*** Driver's License verification is required		Maryland, W123456789011
☐ **Date of Birth*** Date Of Birth verification is required		09/05/1969
☐ **Address***		1234 Main Street , Bowie, Maryland, 20715

To confirm that you have verified the applicant's credentials, place a check mark in each box next to the required item. Notice that each check box has a red asterisk next to it, indicating that confirmation of the associated data shown to the right of the box is required.

☐ Name* Name verification is required	Christine Weimer	☑ EDIT
☐ HQL* HQL verification is required	2014-123456	☑ EDIT
☐ Driver's License* Driver's License verification is required	Maryland, W123456789011	☑ EDIT
☐ Date of Birth* Date Of Birth verification is required	09/05/1969	☑ EDIT
☐ Address*	1234 Main Street , Bowie, Maryland, 20715	☑ EDIT

BACK   **NEXT**

If there are inconsistencies between the information shown on the screen and what you see on the Driver's License/ID and HQL/Exemption, you have the ability to **EDIT** the information by clicking the EDIT link on the far right. Each piece of information has its own **EDIT** button, so be sure you're clicking the correct line.

USE YOUR DISCRETION when editing an applicant's information. If the error is, in your judgment, a simple typo, you may correct it in the Portal system. If, however, you aren't sure the error is an innocent one, you do not have to proceed any further with the application in front of you, and may opt to **CANCEL** the application due to serious inconsistencies in the application data and the information provided to you by the applicant at your counter.

NOTE: If you **CANCEL** the application, it may no longer be used by the applicant at any firearms dealer.

APPLICATION VERIFICATION

When applicants create their application in the Portal, they are asked to select an application type. Applicants are offered a subset of the application types – DEALER, SECONDARY, GIFT, VOLUNTARY, INHERITANCE, and OTHER – from which to choose.
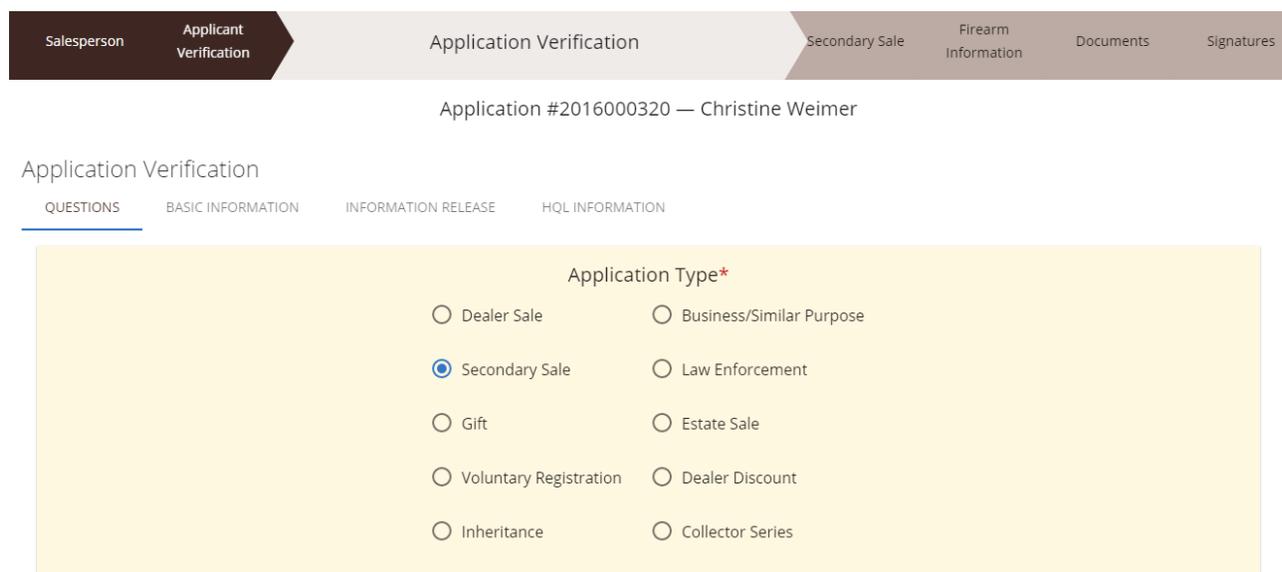
Typically, if an applicant is standing at your desk, they are there to make a private purchase from another person and the application type will be Secondary Sale.

You have the ability to change the application type to the appropriate sale type, using the screen above. Just select the correct type to match the sale/transfer the applicant is trying to perform and let the applicant know you've made the update to their application.

RE-ATTESTATION

In the paper 77R process, the applicant attested to the details of their non/criminal history on the same day the application was submitted to the MSP. In the automated Portal process, the applicant may complete their application and criminal history questions days, even months, before arriving at the Barrack to move forward with a purchase. Because this is the case, the applicant will be asked to 're-attest' to the answers they provided when they completed the application.

All of the attestation questions are listed out, including the original answers provided by the applicant. The applicant is required to review the attestation questions on the date of purchase and attest again that the answer to each questions remains a NO. If the answer to any of the questions has changed from NO to YES, you or the applicant must click the **ANSWER HAS CHANGED TO YES** button for the applicable question.

If an answer has changed to YES, the applicant is prohibited from the purchase of a regulated firearm. A popup message will notify you of this, and when you click **CONFIRM** on the message, the application is automatically canceled.

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?*   ❷

○ 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 all the answers remain NO, the applicant will sign again by providing their unique PIN associated with this specific application. The applicant must provide their PIN in the field shown below, and click the box next to: **All Answers Are Unchanged**.

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*

APPLICANT PIN

The PIN is sent to the applicant via email at the time they filled out the application initially and submitted it to the Application Pool.

If the applicant has forgotten their PIN, and cannot locate the email containing it, you can resend it to them by clicking the RESEND APPLICANT PIN link at the top right of your screen.

Maryland.gov   Phone Directory   State Agencies   Online Servic

Maryland State Police Licensing Portal   ↱ RESEND APPLICANT PIN   ✖ CANCEL APPLICATION   ⏏ LOG OUT

Once the PIN is entered and the **ALL ANSWERS ARE UNCHANGED** box is checked, you move on to verifying and completing the transferor's/seller's demographic information on the application.

TRANSFEROR INFORMATION

At the time the applicant submitted their application to the Application Pool, he/she was required to complete only a few of the fields (first name, last name, gender, phone, email) on the screen shown below. When the applicant and seller arrive at the Barrack, the Duty Officer will need to collect the Seller's Driver's License or State Issued ID to verify their information and complete the remaining fields on the application.

The required fields are marked with a red asterisk.

Application #2016000320 — Christine Weimer

Transferor (Seller) Information
For Secondary Sales and Gifts Only

Driver's License ID #*	Social Security #		
Last* Howard	First* Katrice	Middle* M ☐ Seller has no middle name	Suffix:*
Street Address*	Town/City*	State*	Zip Code*
Date of Birth* MM/DD/YYYY	Race*	Gender* Female	

When the transferor/seller information fields are complete, click **NEXT** to move on.

ADD FIREARM

The next image is the Add Firearm screen. In order to add the weapon the applicant is going to purchase, the Duty Officer (DO) will need to collect the weapon details. Hopefully, the applicant and seller have left the weapon in question in the trunk of their car. When the DO goes outside to collect the required information, he/she may want to print out the Firearm Checklist to make sure all the necessary information is gathered.

The Firearm Checklist may be generated by clicking the **PRINT FIREARM CHECKLIST** button.

A new browser window/tab will pop-up with the PDF shown below. The DO can print this sheet and take it with them outside to the vehicle and capture the required weapon information on it for entry into the application.

With a completed Checklist in hand, the DO is ready to add the information to the application.

Click the **+ ADD FIREARM** link the blue bar to add the weapon to the application.

Here, you're presented with a series of data entry fields and drop-down selection menus to complete the data entry of the handgun your applicant has chosen.

Firearm Information

Is the firearm*

○ New   ○ Used

Type:*   Make:*   Model:*   Caliber:*
☐ Not Listed   ☐ Not Listed   ☐ Not Listed

Barrel Length (inches)*

Finish:*   Country of Origin*

Serial #*   Confirm Serial #*   ADD SERIAL

Begin by selecting whether the firearm is **New** or **Used**.

Select the **Type** of firearm by clicking in the **Type** field and accessing the drop-down menu.

Is the firearm*

○ New   ○ Used

Type:*   Make:*   Model:*   Caliber:*
☐ Not Listed   ☐ Not Listed   ☐ Not Listed

| Assault Weapon |
| Handgun |
| Other |
| Revolver |
| Semi-automatic |

Barrel Length (inches)*

Finish:*   Country of Origin*

Serial #*   Confirm Serial #*   ADD SERIAL

Do the same for the rest of the drop-down menus, **Make, Model, Caliber, Finish**, and **Country of Origin**.

Enter the appropriate information into the **Barrel Length** field, using a decimal point to indicate fractions of an inch, e.g., 4.25 or 6.5.

WEAPON NOT LISTED

Notice that for Make, Model and Caliber, there is a checkbox below the field that says **Not Listed**. If the firearm your applicant is purchasing is not included in the Make and/or Model listing, or the Caliber of the weapon is not in the Caliber listing, you can check the Not Listed box and then type the desired information into any/all of those three fields.

Type:* ▾	Make:* ▾	Model:* ▾	Caliber:* ▾
	☐ Not Listed	☐ Not Listed	☐ Not Listed

The Serial Number must be entered twice, once in the Serial Number fields, and again in the Confirm Serial Number field, in order to help prevent typos in the data entered here. The two fields validate against each other and the numbers must match in order to move forward.

Serial #*   Confirm Serial #*

Answer the questions related to the Handgun Roster appropriately, for the weapon being purchased.

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

CANCEL   SAVE   SAVE & ADD ANOTHER

At the bottom of the weapon entry screen, you will need to click on a button to move forward. In the example shown above, the Application Type is a Secondary Sale (typically a single weapon), but in this case, the applicant is a Designated Collector (able to purchase multiple weapons).

The Portal knows the applicant in this example is a Designated Collector, so the weapon entry screen offers the ability for the Barrack to save the current weapon information and add another via the **SAVE & ADD ANOTHER** button.

If your applicant is applying for the purchase/transfer of a single weapon, just click **SAVE** to move forward.

After weapon entry is complete, whether that consists of single or multiple handguns, and you've clicked **SAVE**, you will see a listing of the weapon(s)s entered on the application.

+ ADD FIREARM				
New / Used	**Make / Model**	**Quantity**		
Used	Smith & Wesson M & P 15-22 P	1	☑ EDIT	✖ REMOVE

BACK   NEXT

Click **NEXT** to move on.

ATTACHING DOCUMENTS

If you want to add any documentation to the application before it is submitted to the MSP, the Documents screen offers you that option.

To attach a copy of the applicant's HQL, click the **SELECT FILE** link to the right of it and browse to the document's location on your computer/tablet.

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

BACK   NEXT

Click the **ATTACH DOCUMENT** button to attach the selected item to the application.

Once the desired file is attached, click **NEXT**.

SIGNATURE

The applicant must provide their unique PIN for the application in order to sign. If they've forgotten their PIN, you can resend it to the email address they have on file (used when they registered for their Portal account) by clicking the **RESEND APPLICANT PIN** link at the top of your screen.

The Barrack DO must also sign here. The DO is required to enter his/her first and last names here exactly as they did at the beginning of the transaction process.

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#*
9845

Law Enforcement Officer First Name*   Law Enforcement Officer Last Name*

BACK   PAY & SUBMIT TO MARYLAND STATE POLICE

Payments processed by NIC Maryland GovPay

NIC ® the people behind eGovernment®
Maryland Information Division

After signing the application, the **PAY & SUBMIT TO MARYLAND STATE POLICE** button will become available at the bottom of your screen.

BACK   PAY & SUBMIT TO MARYLAND STATE POLICE

Payments processed by NICS Maryland GovPay

NIC ® the people behind eGovernment®
Maryland Information Division

ELECTRONIC FEE PAYMENT

The State of Maryland utilizes an eGov payment processor by the name of NIC. When you click the **PAY & SUBMIT** button, you will be taken temporarily to the NIC site to complete data entry of the applicant's credit card information.

On the NIC site, you will be prompted to enter the standard credit card information for payment of the $10 fee to the State. The applicant will need to either read their information to you, or let you hold their card temporarily to get the required information entered.


The NIC site will provide a summary of the information entered – before you submit payment – for your review. If the information is correct, click the green button to **PAY** the fee.

The NIC site will ask you to wait approximately 10 seconds while it processes the credit card information.
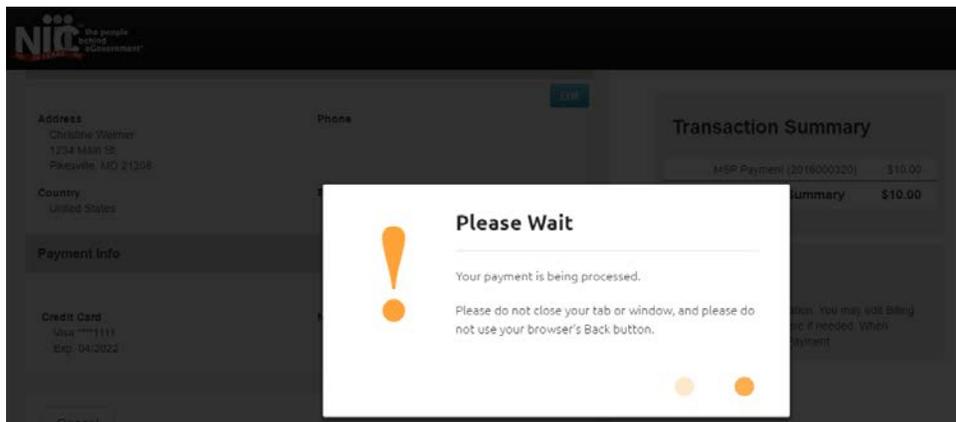
Once payment is submitted, NIC will drop you back on the Barrack home screen and will send an email to the applicant with confirmation of the payment.

It isn't until the fee is paid that the application is officially submitted to the Maryland State Police Licensing Division for the background checks to be performed. Payment of the fee, and subsequent submission of the application to MSP, is also the start of the 7-day waiting period for the applicant.

WEAPON TRANSFER

Completing the Final Transfer of a weapon no longer involves sending paper copies back to the Maryland State Police. Everything happens online, in the Licensing Portal.

On the 8th day after an application is submitted to the MSP Licensing Division for background check and final disposition, BOTH THE APPLICANT AND SELLER receive an email that notifies them of the final disposition assigned to the application. More often than not, this will be a *Not Disapproved* disposition and the applicant and seller can make arrangements for transfer of the weapon.

In addition to the applicant's final disposition, the Seller's email will contain a link for completion of the Final Transfer.   After the weapon has been transferred to the buyer/applicant, the Seller will need to click the COMPLETE TRANSFER link to assign the calendar date of transfer for the weapon in question. Until that link is clicked, the weapon remains in the Seller's weapon inventory and is not considered sold to the applicant nor in the applicant's weapon inventory.