

# MARYLAND STATE POLICE

## LICENSING PORTAL



## DEALER USER'S GUIDE

VERSION 1.0  
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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



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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### PURPOSE

The purpose of this Guide is to provide an overview of the Maryland State Police Licensing Portal for Maryland Firearms Dealers doing business in the State. 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 Dealers will be required to use the Portal’s online processing in order to sell regulated firearms.

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

### ACCESSING THE PORTAL

All Dealers will receive their Portal accounts from the Maryland State Police, Licensing Division. Each Dealer location will have one unique account to be used at that location. Account information will be emailed to each Dealer, so it is important that Dealers maintain current email address information with Licensing Division and within the Portal itself after it’s live.

Account Activation ★

---

admin@MSPBridge.gov Today at 9:37 AM ★

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 your 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 [m.sp.automation@maryland.gov](mailto:m.sp.automation@maryland.gov) or at 410.653.4500 as soon as possible.  
Thank you,  
The Maryland State Police

[Reply](#), [Reply All](#) or [Forward](#) | [More](#)

An activation email like the one above will be sent to each Dealer once Licensing Division has created your account. When you receive your activation email, click on the **Set Password** link to setup a new 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 [m.sp.automation@maryland.gov](mailto:m.sp.automation@maryland.gov).



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Once your account has been activated, you are ready to log in to the Licensing Portal to process customer 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.

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](#)

## DEALER HOME SCREEN

After logging in, the first screen you will see is the Dealer ‘home screen,’ shown below.

Maryland State Police Licensing Portal

Katrice's Test Guns - ID: 123456  
1201 Reisterstown Road, Pikesville, MD 20101 - (410) 659-4394

SEARCH SUBMITTED APPLICATIONS FINAL DISPOSITIONS ARCHIVED APPLICATIONS MESSAGES

Application Search

Application #\*

Applicant Last Name\*

SEARCH

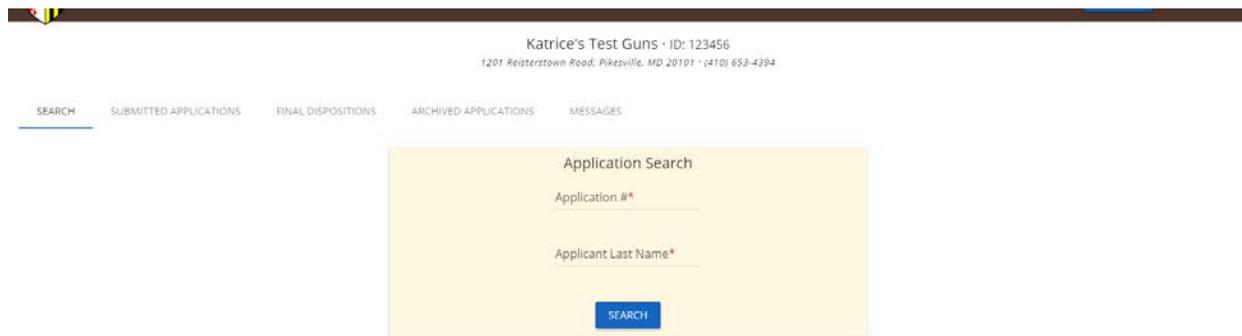
From the Dealer home screen, you can – **SEARCH** for applications, locate applications you’ve **SUBMITTED** to the Maryland State Police, see when applications are assigned **FINAL DISPOSITION**, move applications from the various queues/tabs to your **ARCHIVE**, and review **MESSAGES** received from the Licensing Portal system as applications move through it.

SEARCH SUBMITTED APPLICATIONS FINAL DISPOSITIONS ARCHIVED APPLICATIONS MESSAGES

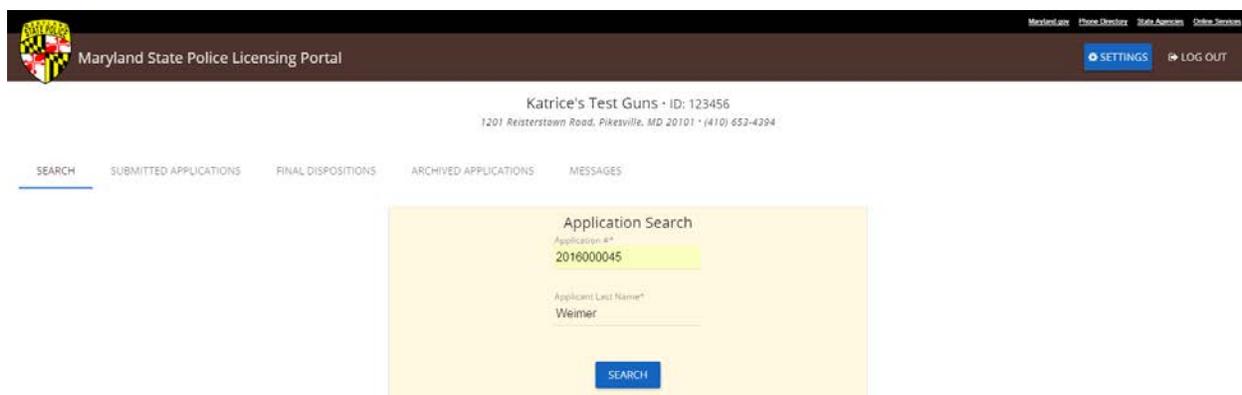


## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

The primary owner of the Portal account, typically the owner of the business, may also administer his/her account **SETTINGS** from the Dealer 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 customer 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.



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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

The screenshot shows the 'Salesperson' step of the application process. The breadcrumb trail at the top includes 'Salesperson', 'Applicant Verification', 'Application Verification', 'Firearm Information', and 'Signatures'. The 'Salesperson' tab is highlighted. Below the breadcrumb trail, the application number and name are displayed: 'Application #2016000045 — Christine Weimer'. The 'Salesperson Info' section contains a form with the following fields:

Last*	First*	Middle	Suffix
Howard	Katrice		

At the bottom of the form are 'CANCEL' and 'NEXT' buttons.

## APPLICANT VERIFICATION

You're now at the point of verifying that your customer'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.

The screenshot shows the 'Applicant Verification' step of the application process. The breadcrumb trail at the top includes 'Salesperson', 'Applicant Verification', 'Application Verification', 'Firearm Information', and 'Signatures'. The 'Applicant Verification' tab is highlighted. Below the breadcrumb trail, the application number and name are displayed: 'Application #2016000045 — Christine Weimer'. The 'Applicant Verification' section contains a form with the following fields:

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

At the bottom of the form are 'BACK' and 'NEXT' buttons.



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

To verify your customer’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.

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

To confirm that you have verified the customer’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.

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

[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.



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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 customer 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.

### 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

Typically, if a customer is standing at your counter, they are there to make a retail purchase and the application type will be Dealer Sale. But suppose the customer is trying to decide between two handguns, and you’re going to offer them a discount if they buy both? Or suppose the customer is considering that special edition boxed set of handguns you have in your case?



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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 you’re going to make and let your customer 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 your counter to make 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 customer 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

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.

#### Applicant Re-attestation at Time of Purchase

ANSWER HAS CHANGED TO 'YES'

ANSWER HAS CHANGED TO 'YES'

ANSWER HAS CHANGED TO 'YES'



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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 your customer 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.



Once the PIN is entered and the **ALL ANSWERS ARE UNCHANGED** box is checked, you move on to adding the selected firearm to the application.



## ADD FIREARM

The image below is the Add Firearm screen. Click the **+ ADD FIREARM** link the blue bar to add the first/weapon to the application.

The screenshot shows the 'Firearm Information' section of the Maryland State Police Licensing Portal. At the top, there is a navigation bar with 'Salesperson', 'Applicant Verification', 'Application Verification', 'Firearm Information', 'Documents', and 'Signatures'. Below this, the application number and name are displayed: 'Application #2016000265 — Christine Weimer'. The main content area features a blue bar with a '+ ADD FIREARM' button. Below the button is a table with columns 'New / Used', 'Make / Model', and 'Quantity'. The table is currently empty, displaying a document icon and the text: 'No firearm records have been entered. Click "Add Firearm" to add a firearm to the application.' At the bottom of the table area, there are 'BACK' and 'NEXT' buttons.

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 customer has chosen.

The screenshot shows the 'Firearm Information' data entry form. It includes the following fields and options:

- Is the firearm\*
  - New
  - Used
- Type:\* (dropdown menu)
- Make:\* (dropdown menu)
- Model:\* (dropdown menu)
- Caliber:\* (dropdown menu)
- Barrel Length (inches)\* (text input field)
- Finish:\* (dropdown menu)
- Country of Origin\* (dropdown menu)
- Serial #\* (text input field)
- Confirm Serial #\* (text input field)
- ADD SERIAL (button)



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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 customer 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 #\*



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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

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

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 Dealer 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 Dealer to save the current weapon information and add another via the **SAVE & ADD ANOTHER** button. If your customer is not a Designated Collector, and the Application Type is Dealer Sale, you would see only the **SAVE** button.

The **SAVE & ADD ANOTHER** button would also be available for non-Designated Collectors making a Dealer Discount purchase, a Collector Series purchase, an Estate Sale purchase, or a Business/Similar Purpose purchase.



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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 weapons entered on the application.

### Firearm Information

+ ADD FIREARM		
New / Used	Make / Model	Quantity
New	Smith & Wesson M&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.

If your applicant is a law enforcement officer purchasing a weapon for On Duty use and they have the required letter from the head of their Agency, click the **SELECT FILE** to the right of that 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	<a href="#">SELECT FILE</a> <a href="#">ATTACH DOCUMENT</a>
Law Enforcement Letter	Letter from commissioner for officer permission to purchase firearm	<a href="#">SELECT FILE</a> <a href="#">ATTACH DOCUMENT</a>

[BACK](#)

[NEXT](#)

Once the desired files are attached, click **NEXT**.



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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### 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 Dealer must also sign here. It is recommended that the salesperson enter his/her full name, followed by the name of the store facilitating the weapon purchase.

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](#)

Payments processed by NICS Maryland GovPay



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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





## ELECTRONIC FEE PAYMENT

The State of Maryland utilizes a, 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.

**NIC** the people behind eGovernment  
20 YEARS

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

### Payment

Payment Type ✓

**Credit Card**

Customer Information

Country Complete all required fields [ \* ]  
United States

First Name \*  Last Name \*

Address \*

### Transaction Summary

Test MSP Payment	\$10.00
<b>Transaction Summary</b>	<b>\$10.00</b>

### Need Help?

Please complete the Customer Information Section

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. Once payment is submitted, NIC will drop you back on the Dealer 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.



## TRANSFERRING THE WEAPON

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 8<sup>th</sup> day after an application is submitted to the MSP Licensing Division for background check and final disposition, the applicant receives 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 will return to your store to accept transfer of the weapon.

To begin the Final Transfer process, you will need to log in to the Portal using your User Name and Password.

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)

Remember, your User Name was sent to you in the original email from the Licensing Portal (Licensing Division) when your account was created.



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

When the applicant/customer arrives, they must again provide you with their application number and last name for you to SEARCH for and locate the application. If they’ve forgotten the application number, it is available to them in multiple locations via multiple emails sent to their email address on file as well as in their Message Center in the Portal dashboard. It is also available to you under your Final Disposition tab on the Dealer home screen.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a header with the MSP logo and the text "Maryland State Police Licensing Portal". Below the header, the user's name "Katrice's Test Guns" and ID "123456" are displayed, along with the address "1201 Reisterstown Road, Pikesville, MD 20101" and phone number "(410) 653-4394". A navigation menu includes "SEARCH", "SUBMITTED APPLICATIONS", "FINAL DISPOSITIONS", "ARCHIVED APPLICATIONS", and "MESSAGES". The "SEARCH" tab is active. The main content area is titled "Application Search" and contains two input fields: "Application #\*" with the value "2016000077" and "Applicant Last Name\*" with the value "Weimer". A blue "SEARCH" button is located at the bottom of the search form.

When the application is located, you will be prompted to enter the Salesperson’s name.

If the NICS Number has expired, as it does every 30 days, the Portal will alert you to its being expired and provide the Dealer with a **NICS RECHECK** button to send the application back to MSP. The application goes into a NICS RECHECK queue at Licensing Division; it does not go into the regular background check queue.

The screenshot shows the "Salesperson" entry screen in the Maryland State Police Licensing Portal. The header includes the MSP logo, the text "Maryland State Police Licensing Portal", and navigation links for "My Licenses", "Phone Directory", "State Agencies", and "Online Services". A yellow "LICENSING RECHECK" button is highlighted, along with "RESEND APPLICANT PIN", "CANCEL APPLICATION", and "LOG OUT" buttons. A progress bar at the top indicates the current step is "Salesperson", with other steps being "Applicant Verification", "Firearm Verification", and "Signatures". The application details are "Application #2016000077 — Christine Weimer" with a "Forward Date: 05/09/2016". The "Salesperson" section has four input fields: "Last\*", "First\*", "Middle", and "Suffix". At the bottom, there are "CANCEL" and "NEXT" buttons.

Click **NEXT** to move on.



## APPLICANT VERIFICATION

The next step is verifying again that the person standing in front of you at your counter is the same person that completed the application in question. This step is a modified version of the Applicant Verification that occurred earlier in the process where you verified the applicant’s information.

To verify the applicant’s identity here, all you’ll need to collect from your customer is their Driver’s License or State Issued ID.

The screenshot shows the 'Applicant Verification' page in the Maryland State Police Licensing Portal. At the top, there is a navigation bar with the Maryland State Police logo, the text 'Maryland State Police Licensing Portal', and a yellow button labeled 'LICENSING RECHECK'. Below this is a breadcrumb trail: 'Salesperson' > 'Applicant Verification'. The main content area displays 'Application #2016000077 — Christine Weimer' and 'Forward Date: 05/09/2016'. The section title is 'Applicant Verification', followed by 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.' Below this is a table with four rows, each containing a checkbox, a label, and a value:

<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 right of the form area are two buttons: 'BACK' and 'NEXT'.

If everything matches up, check each box next to the required item. If there are any inconsistencies in the information provided on the day of weapon transfer, you have the ability to send the application back to the Maryland State Police via the **LICENSING RECHECK** button in the upper right of your screen.

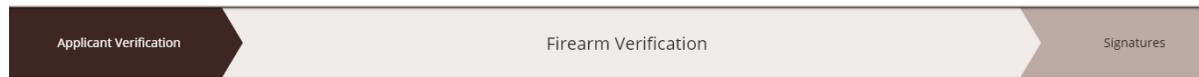
Once the demographic information has been verified, click **NEXT** to move forward.



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

### FIREARM VERIFICATION

The Firearm Verification screen is where you verify the weapon information on the application with the physical weapon you are about to transfer to the customer.



Application #2016000077 — Christine Weimer  
Forward Date: 05/09/2016

#### 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.

Aldo Uberti & Co. — .357 Magnum, .22 LR/WMR  
New Firearm

Type:	Other
Serial:	WIDH49938
Barrel Length:	6.00
Finish:	Nickel
Country:	Antarctica (AQ)

I Have verified this firearm

I Have given the customer an external locking mechanism for this firearm

[BACK](#)

[NEXT](#)

Once the firearm information is verified, check the box marked – **I have verified this firearm.**

To confirm you’ve provided your customer with an external lock, check the box marked – **I have given the customer an external locking mechanism for this firearm.**

#### 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.

Aldo Uberti & Co. — .357 Magnum, .22 LR/WMR  
New Firearm

Type:	Other
Serial:	WIDH49938
Barrel Length:	6.00
Finish:	Nickel
Country:	Antarctica (AQ)

I Have verified this firearm

I Have given the customer an external locking mechanism for this firearm



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Click **NEXT** to move on.

### SIGNATURE

If you need to, or want to, attach any documents to the application at this point, you have the option to do so now. Please be aware that these documents WILL NOT factor into the applicant’s background check process.

Then the applicant and you sign the application again. The applicant signs via the unique PIN provided for this specific application. The Dealer signs by entering their first and last name.

This signature confirms the weapon transfer from your retail inventory to ownership by the applicant/customer.

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 several links: "LICENSING RECHECK", "RESEND APPLICANT PIN", "CANCEL APPLICATION", and "LOG OUT". Below the navigation bar, there is a progress indicator with four steps: "Salesperson", "Applicant Verification", "Firearm Verification", and "Signatures". The "Signatures" step is currently active. Below the progress indicator, the application details are displayed: "Application #2016000077 — Christine Weimer" and "Forward Date: 05/09/2016". There is an "Upload Documents" section with an "ATTACH DOCS" button. Below that, there is a "Documents:" section. The main content area is titled "Signatures / Certification of Buyer / Transferee and Seller / Dealer" and contains a yellow highlighted box with 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." Below this, there is a "Sign Upon Application Completion" section with a label "Applicant Unique PIN#\*" and a text input field. There is also a label "Seller / Dealer" and a text input field. At the bottom of the form, there are two buttons: "BACK" and "COMPLETE TRANSFER". The footer of the page contains contact information: "Contact Us: Terms Of Use Privacy Disclaimer", "1201 Roperstown Road, Pikesville, MD 21208", "(410) 653-4200 | (800) 525-5555 | (410) 486-0677 (TDD)", and social media icons for Facebook, Twitter, and YouTube.

To complete the Final Transfer process, click the **COMPLETE TRANSFER** button at the bottom of your screen.

The application will move automatically from the Final Disposition tab of the Dealer home screen to the Archived Applications tab.

This weapon transfer is now complete and the application may no longer be edited nor used for the transfer of any additional/other weapons.



## MARYLAND STATE POLICE – DEALER PORTAL USER’S GUIDE

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