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THE LICENSING PORTAL

PURPOSE

The purpose of this section of the User’s Guide is to provide an overview of the Licensing Portal to the residents of Maryland who may be considering the purchase of a regulated firearm. The Code of Maryland defines the following firearm terms:

Public Safety Article, Section §5–101.
(h) (1) “Firearm” means:
   (i) a weapon that expels, is designed to expel, or may readily be converted to expel a projectile by the action of an explosive; or
   (ii) the frame or receiver of such a weapon.
(2) “Firearm” includes a starter gun.
(i) “Firearm applicant” means a person who makes a firearm application.
(j) “Firearm application” means an application to purchase, rent, or transfer a regulated firearm.

Public Safety Section §5–101, and subsequent Public Safety Section 5 information as of April 2016, can be found at: http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=gps&section=5-101&ext=html&session=2016RS&tab=subject5

This document will use the above terms as defined, and further, elaborate that a ‘firearm application’ is initiated by the use of the MSP 77R Form.
ACCOUNT CREATION AND MANAGEMENT

INTRODUCTION

Before you can begin your 77R-E application you will need to create an account. Creating your account assists us with verifying your identity and ensures the safety of your personal demographics. Below are step by step instructions for creating your user account.

**Note:** You do not need to create an account for every 77R-E application. Account creation only needs to be performed once.

YOUR USER ACCOUNT

From the homepage (shown above) of the 77R-E website, select the “Create My Account” button.

Upon selecting the “Create My Account” button, you will reach the Account Registration screen. This screen will allow you to enter all of your demographic information.
Once you have entered all of your information, select the REGISTER button to complete the registration process.
Now that you have created your account, it needs to be verified and activated. An activation link will be sent to the email address provided during registration. An example is given below.

Once you click on the **Activate My Account** link, your Licensing Portal account will be verified and ready to use.

If you are ready to log into the MSP Licensing Portal system, click the **LOG IN** button. Enter your userID (the email address you used to register), and the password you used to create the account.
By clicking the [START 77R-E APPLICATION], you will initiate a new application for a regulated firearm. The application process is explained later in this document.
CHANGING YOUR USERID OR PASSWORD

To change your password, you will first need to login to the 77R-E account.

Once you’ve logged in, select the “Account” tab located to the right of the “Messages” tab.

From the “Account” tab you will be able to change any of your account information or personal demographics. (ie. password, user name, driver's license #, phone number, name etc.)
To change your password simply click on the "Change Password" button.

A pop-up window will appear to guide you through changing your password.

You will be prompted to enter your Current Password, enter a New Password, and then Confirm New Password. Once you've entered the requested items, click the "Submit" button.
FORGOTTEN PASSWORD

If you forget your password, you will need to reset it from the 77R-E login screen. Go to the Licensing Portal HOME page and click the [LOG IN] button. On the lower part of the login screen, below the login fields, click the “FORGOT PASSWORD?” link.

You will now be prompted to enter your email address associated with your Portal account.

Remember, the email address entered here must be the one you entered upon account creation.
When you submit the password change request, an email will be sent to the email address associated with your Portal account.

Check your email for the Account Request email. From the reset email message, click on the **Confirm Password Change** link.
The link will bring you to the Reset Password page where you can now enter a new password. You will be asked for your userID/email address again, and then to enter your new password twice. Once all fields are filled, and meet the requirements given in the Reset Password box, you will be able to click the [SUBMIT] button.

**CHANGING YOUR EMAIL ADDRESS**

You may choose to update or change the email address associated with your account on the Licensing Portal.

Click the [CHANGE USER ID/EMAIL] button on the ACCOUNT tab.

Please note that a change to the email address will require your authentication at both the new email address and at the old that the change you are attempting is legitimate.

Any applications submitted under the old userID/email address will be automatically associated with the new email address after authentication has been completed.
THE USER DASHBOARD

After creating your UserID and logging into the Licensing Portal, the first screen you will see is Figure 1. If this is your first 77R-E, there won’t be anything listed under the APPLICATIONS tab. You can tell that you’re on the Applications tab by noting that the word ‘Applications’ is underlined on your screen, just below the START 77R-E APPLICATION button. In Figure 1, the user has two applications in progress.

As you can see, there are three tabs available – APPLICATIONS, MESSAGES and ACCOUNT. You can tell which tab you’re currently viewing by noting which label is underlined. In Figure 1, the underline is below APPLICATIONS, so the user is viewing the APPLICATIONS tab.

![Figure 1](image)

**APPLICATIONS TAB**

The Application # column provides the unique application number assigned to a 77R-E application when it is saved for the first time by a user.

The Status column provides the current status of the specific application as it moves through the submission, review and disposition process.

The Status Date column provides the date upon which a specific application changed status. Typically, changing status requires that someone has taken an action on the application – either the User, a licensed Maryland Firearms Dealer, or MSP Licensing Division.
The **Expiration** column provides the date upon which a specific application will either be deleted from the system or set with an application status of Expired.

The buttons shown to the right of the applications – [RESUME APPLICATION], [DELETE APPLICATION], [PRINT APPLICATION], and [RESEND CONFIRMATION EMAIL] – will be explained later in this document.

The first application listed here, Application 100042, is listed with a status of **Unsubmitted**. The Unsubmitted status means that the application is incomplete. The specific application has data fields that must be completed and questions that must be answered before the application may be submitted to the Application Queue.

The second application shown, Application 100038, is listed with a status of **Submitted to Application Queue**. This status indicates that the application has no blank fields and no unanswered questions. It has been submitted to the Application Queue and may be accessed by the applicant when he/she is ready to make their firearm purchase.

After an application is submitted to the Application Queue, the applicant may access that application at either a Dealer or Barrack location for the purchase of a regulated firearm. Once a firearm is selected, and the Dealer/Barrack portion of the application completed, it is submitted to Licensing Division for review. The status that will be shown at that time is **Submitted to Licensing Division**.

Applications located at Licensing Division will be accessed by MSP Licensing Division personnel for the purpose of performing the required background checks on the applicant. When an applicant background check is complete, and the applicant is either approved or prohibited/disapproved, Licensing Division assigns a final disposition to the application. The status that will be displayed in the Portal for that specific application at that time is **Final Disposition**.
From the APPLICATIONS tab on this page, the user may also see the last time their applications changed status by looking at the Status Date column. This column tells the user the date when the specific application changed from Unsubmitted to Submitted to Application Queue to Submitted to Licensing Division to Final Disposition. This allows the user to track their applications through the submission, review and disposition (approval/disapproval) stages of a 77R-E.

The Expiration column contains the date upon which the specific application will expire and be either:

1. Deleted from the system because the application never went beyond the Submitted to Application Queue stage, or
2. Set to a status of Expired if/when the application has gone all the way through the review and approval process, but the applicant did not take possession of the firearm in question within the required 90 days after application final disposition.

Please note that applications that remain in an Unsubmitted status or in Submitted to Application Queue status for more than 180 days (approx. 6 months) are automatically deleted by the system.

MESSAGES TAB

When an application changes status, the applicant will receive an email confirmation of that status change sent at the email address used to register/create an account with the Licensing Portal system. The applicant will also receive a copy of that confirmation email online, under the MESSAGES tab. Figure 2 shows one message for this user.
The user may choose to leave this message here, after it’s been read, or click the ARCHIVE link to move the message to their ARCHIVED MESSAGES folder. In the Figure above, you can see that this user doesn’t have any messages in their ARCHIVED MESSAGES folder, so the folder is grayed-out.

ACCOUNT TAB

A user may update or change their account information by accessing the ACCOUNT tab.

Typically, accounts will be updated or changed for things like marriage or divorce, or for a phone number change.

You may choose to update or change the email address associated with your account on the Licensing Portal. Please note that a change to the email address will require your authentication at both the new email address and at the old that the change you are attempting is legitimate. Any applications submitted under the old userID/email address will be automatically associated with the new email address after authentication has been completed.

Instructions for changing your password are given earlier in this document.

When you are ready to begin your 77R-E application, you will need to be on the APPLICATIONS tab.
INTRODUCTION TO THE 77R-E

MSP has migrated from a paper-based 77R Form to an electronic form, the 77R-E, submitted via MSP’s website. The form is quick and easy to complete; just follow the directions given below under COMPLETING A 77R-E.

There are several types of firearms transactions that require the use of the 77R-E form. The MSP refers to each of them as an Application Type. While the most common Application Type is a Dealer Sale, wherein an individual goes to a retail store that sells regulated firearms and selects a weapon from that Dealer’s inventory, it may be useful to have a basic understanding of each Application Type available.

APPLICATION TYPES

1. Dealer Sale

This is the most common Application Type. This is when an applicant goes to a retail store that sells regulated firearms and selects a weapon, or weapons (if they are a designated collector), from a Dealer’s inventory.

HQL Requirement: HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms: 1, unless applicant is a designated collector
Waiting Period: 7 days
Transfer Restriction: Applicant must wait 30 days for transfer of next regulated firearm unless applicant is a designated collector
Location: Dealer

2. Dealer Discount

On occasion, as determined individually by each Maryland Firearms Dealer, a Dealer may offer their customer a discount if the customer buys 2 regulated firearms on a single day. The customer may then complete a single application and pay a single application fee. The Dealer designated the Application Type to be a Dealer Discount and includes both regulated firearms on the application before submission of the application to Licensing Division. Upon approval of the application, the customer may pick up BOTH regulated firearms on the 8th day, but the customer is then restricted to waiting 60 days before taking possession of another regulated firearm.

HQL Requirement: HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms: 2
Waiting Period: 7 days
Transfer Restriction: Applicant must wait 60 days for transfer of next regulated firearm unless applicant is a designated collector
Location: Dealer

3. Business/Similar Purpose
Submitted by security companies, this Application Type is used for the purchase of a large number of firearms to outfit the security guard employees of the company. Security guard companies are required to register with the Maryland State Police, and applications of this type are verified against the Security Company record maintained by MSP Licensing Division.

HQL Requirement: HQL required unless applicant qualifies for exemption; the applicant, in this case, is typically the owner of the security company in question
Max. # of Regulated Firearms: No maximum
Waiting Period: 7 days
Transfer Restriction: The applicant/business owner is not restricted in the transfer of his/her next regulated firearm
Dealer or Barrack: Dealer

4. **Collector Series**

A collector series purchase occurs when a dealer has a boxed set, or some other collection type, that includes two or more weapons that may be, but are not required to be, sequentially serialized weapons or from the same manufacturer.

HQL Requirement: HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms: No maximum
Wait: 7 days
Transfer Restriction: Applicant must wait 60 days for transfer of next regulated firearm unless applicant is a designated collector
Location: Dealer

5. **Law Enforcement Officer (for Official Duties)**

With a “sales to law enforcement certification letter” on agency letterhead and signed by a person of authority within the individual’s department, a Law Enforcement Officer (LEO) may purchase a regulated firearm for official duties and take immediate possession of the regulated firearm. LEOs buying a regulated weapon for personal use are subject to the same application and wait process as any Maryland citizen/resident, but are still exempt from the HQL requirement.

HQL Requirement: No HQL required; LEO qualifies for exemption
Max. # of Regulated Firearms: No maximum
Wait: No wait
Transfer Restriction: The applicant is not restricted or required to wait for transfer of their next regulated firearm
Location: Dealer

6. **Secondary Sale – Dealer Facilitated**

A Secondary Sale occurs when a private seller and private buyer have agreed to the sale of a regulated firearm. Secondary Sales may be conducted through a regulated firearms Dealer. The buyer and seller
meet at the selected Dealer location with the handgun in question unloaded and in the trunk of the seller’s car. Both enter the Dealer location and provide the Dealer with the buyer’s application information. The Dealer accompanies the buyer and seller out to the car and verifies the firearm information, completes the Dealer section(s) of the 77R-E, enters the credit card information into the Licensing Portal for the $10 fee, and submits the application to Licensing Division.

HQL Requirement: HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms: 1, unless applicant is a designated collector
Wait: 7 days
Transfer Restriction: Applicant must wait 30 days for transfer of next regulated firearm unless the applicant is a designated collector
Location: Dealer

7. Secondary Sale – Barrack Facilitated

A Secondary Sale occurs when a private seller and private buyer have agreed to the sale of a regulated firearm. Secondary Sales are most commonly done at a MSP Barrack location. The buyer and seller meet at their selected MSP Barrack with the handgun in question unloaded and in the trunk of the seller’s car. They enter the Barrack and provide the Duty Officer (DO) with the buyer’s application information. The DO accompanies the buyer and seller out to the car and verifies the firearm information (make, model, SN), completes that part of the application (in the role of dealer), enters the credit card information into the Licensing Portal for the $10 fee, and submits the application to Licensing Division.

HQL Requirement: HQL required unless applicant qualifies for exemption
Max. # of Regulated Firearms: 1, unless applicant is a designated collector
Wait: 7 days
Transfer Restriction: Applicant must wait 30 days for transfer of next regulated firearm unless the applicant is a designated collector
Location: Barrack

8. Estate Sale

An Estate Sale occurs when a packaged/bundled ‘lot’ of weapons is sold or auctioned. By regulation, the buyer is required to purchase the entire ‘lot.’ The buyer is required to complete a 77R-E application which is then facilitated through a regulated firearms Dealer.

HQL Requirement: HQL required unless the applicant qualifies for exemption
Max. # of Regulated Firearms: No maximum
Wait: 7 days
Transfer Restriction: Applicant must wait 30 days for transfer of next regulated firearm unless the applicant is a designated collector
Location: Dealer

9. Inheritance
An inheritance occurs when weapons are transferred upon someone’s death.

HQL Requirement: The recipient of the inheritance is not required to have an HQL
Max. # of Regulated Firearms: No maximum
Wait: No wait
Transfer Restriction: The applicant is not restricted or required to wait for transfer of their next regulated firearm
Location: Barrack or Dealer; or Neither if completed by the applicant with an Application Type of Inheritance and submitted directly to the MSP

10. Gift

Gifts may only be given between immediate family members. “Immediate family” is defined in statute as: spouse, child, mother, father, grandmother, grandfather, or grandchild. When this sale type is selected, the applicant/recipient must define their relationship to the seller/giver of the gift, e.g.:

As the recipient of the gift, I am the [spouse] of the giver of the gift.

A regulated firearm may not be purchased and immediately given to another individual (as a gift, or otherwise), as this is an example of a straw purchase and is illegal in Maryland. The recipient of the regulated firearm gift is required to register the regulated firearm gift by completing and submitting a 77R-E within 5 days receiving the regulated firearm gift.

HQL Requirement: HQL required by both applicant/recipient and seller/giver unless each qualifies individually for exemption
Max. # of Regulated Firearms: 1, unless applicant is a designated collector
Wait: Immediate transfer
Transfer Restriction: Applicant/recipient must wait 30 days for transfer of next regulated firearm unless applicant is a designated collector
Location: Barrack or Dealer, or Neither if completed by the applicant with an Application Type of Inheritance and submitted directly to the MSP

The MSP recommends the purchase of a gift card when gifting a new firearm.

11. Voluntary Registration

Voluntary registration is the registration of previously owned, regulated firearms. This is most commonly done when a person moves to Maryland from another state.

HQL Requirement: No HQL required
Max. # of Regulated Firearms: No maximum
Wait: No wait
Transfer Restriction: Applicant is not restricted in the transfer of their next regulated firearm
Location: Neither; application is completed by the applicant with an Application Type of Voluntary Registration and submitted directly to the MSP
Dealer Sales are the most common type of regulated firearms transfer in Maryland. The electronic process for a Dealer Sale is explained in the table below.

<table>
<thead>
<tr>
<th>ACTION OWNER</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART ONE: APPLICANT</strong></td>
<td>1. The applicant creates their account on the Licensing Portal. The applicant logs in.</td>
</tr>
<tr>
<td></td>
<td>2. The applicant clicks the [START 77R-E APPLICATION] button and fills out all fields marked with an asterisk or otherwise denoted as required.</td>
</tr>
<tr>
<td></td>
<td>3. The applicant signs the application electronically and clicks the [SUBMIT] button to submit the application to the Application Queue.</td>
</tr>
<tr>
<td><strong>PART TWO: FIREARMS DEALER</strong></td>
<td>4. When the applicant goes to their Maryland Firearms Dealer of choice, and is ready to purchase a weapon from that Dealer, they supply the Dealer with their last name (the surname used when the application was submitted to the Application Queue) and the unique 77R-E application number.</td>
</tr>
<tr>
<td></td>
<td>5. The Dealer logs into the MSP Licensing Portal and queries the system for the last name – application number combination provided, and if it exists in the Portal system, opens the specific application.</td>
</tr>
<tr>
<td></td>
<td>6. The Dealer completes their portion of the specific application, completing the fields for the weapon selected by the applicant and reviewing the applicant’s Attestation Questions with them.</td>
</tr>
<tr>
<td></td>
<td>7. The Dealer enters the applicant’s credit card information into the Licensing Portal system for the $10 application fee required by the State for submission of an application to purchase a regulated firearm and submits the application to MSP Licensing Division.</td>
</tr>
<tr>
<td><strong>PART THREE: MSP LICENSING DIVISION</strong></td>
<td>8. MSP Licensing Division performs the required background checks on the applicant to determine whether or not the applicant is approved for or prohibited from the purchase of a regulated firearm.</td>
</tr>
<tr>
<td></td>
<td>9. MSP Licensing Division assigns a final disposition to the application and an automated email goes to the applicant’s email address on record, notifying him/her of the disposition.</td>
</tr>
<tr>
<td><strong>PART FOUR: FIREARMS DEALER</strong></td>
<td>10. If approved, the applicant may then return to the selected Maryland Firearms Dealer to take possession of the weapon being purchased. The firearm is then transferred from the Dealer to the applicant, and both parties sign the application electronically to confirm the transaction is complete.</td>
</tr>
</tbody>
</table>

Application disapproval will be explained later in this document.
DEALER SALE - COMPLETING A FIREARM APPLICATION

To begin an application, click on the [START 77R-E APPLICATION] button.

SELECTING APPLICATION TYPE

At the top of the 77R-E form screen are a series of questions designed to help set the Application Type correctly. The applicant should select the option that most closely matches what they are planning to do in regards to the purchase of a regulated firearm. For reference, available Application Types were defined earlier in this document.

DON'T WORRY! If you select the wrong Application Type, your chosen Firearms Dealer or Maryland State Police Barrack Duty Officer can change the Type before the application is officially submitted to the Maryland State Police Licensing Division for processing.

The questions regarding Application Type are shown in the next image.
APPLICANT INFORMATION

After selecting an Application Type, the applicant is required to complete a series of requests for his/her demographic information. Each field of required information is marked with a red asterisk: *
If you miss one of the required fields, the system will alert you when you click [NEXT] at the bottom of each screen.

**DHMH RELEASE FORM**

After completing the first screen, you move on to the Information Release. As part of the background check process for purchase of a regulated firearm in Maryland, the State Police will query the Department of Health and Mental Hygiene (DHMH), regarding the presence of prohibitors recorded in their information systems. MSP does not see any part of your medical history.
What MSP does, basically, is ask DHMH, “Does John Doe have any of the Maryland prohibitors in his mental health record?” And in return, MSP receives a “Yes” or a “No.”

The definition of ‘mental disorder,’ as defined by the State of Maryland, can be found on the Maryland General Assembly website under General Health, Title 10 of the Code of Maryland.

The online form will autopopulate the first name and last name entered on the previous page. At the bottom of the online form is a checkbox next to the wording:

☐ I, firstname lastname, agree to the release of this information for the purposes of the above referenced investigation.

When you check the box indicating your agreement, the system will date and time stamp the online form. This serves as your digital signature.
ENTERING YOUR HQL

After digital signature of the DHMH Release comes entry of your HQL, or HQL Exemption, information.

If you do not qualify for an HQL Exemption, these exemptions are explained below, then you must enter your HQL information in order to proceed. More information on the HQL can be found on the MSP website, mdsp.maryland.gov, as well as on the General Assembly site, mgaleg.maryland.gov under Public Safety Article 5, §5–117.1.

In the field that begins with: HQL- you will enter your HQL number as shown on the HQL card you received from MSP. Because we’ve populated the entry field with HQL- , you only need to enter the number itself. The number on your card will begin with the year you received your HQL, followed by 6 digits.

When you enter an HQL number, you cannot also enter an HQL exemption. The option to select ‘I qualify for an HQL Exemption’ is grayed-out and may not be selected.
Conversely, if you choose ‘I qualify for an HQL Exemption,’ the HQL number field is grayed-out and data may not be entered in that field, as shown below.

HQL EXEMPTIONS

If you select ‘I qualify for an HQL Exemption,’ the available exemptions become visible and selectable. The first selection is for a licensed firearms manufacturer, as shown below.

Firearms Manufacturer
If you are a licensed firearms manufacturer, you may select this option and enter your Federal Firearms License (FFL) as documentation of your license. This information will be verified by the Maryland Dealer or MSP Barrack facilitating your weapon purchase/transfer.

When ‘Licensed Firearms Manufacturer’ is selected, the other exemption options are grayed-out and may not also be selected. The ‘FFL Number’ field is marked with a red asterisk and is required to proceed.

Exceptions to possession of the Handgun Qualification License:

Select the option that most accurately describes your reason for HQL exemption.

(Individuals deemed exempt must provide the proper documentation to a Regulated Firearms Dealer prior to purchasing a firearm.)

<table>
<thead>
<tr>
<th>Licensed Firearms Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFL Number*</td>
</tr>
</tbody>
</table>

| Current law enforcement officer or person retired in good standing from a law enforcement agency of the United States, the State, or a local law enforcement agency in the State |

| Active member or retired member of the armed forces of the United States or National Guard |

Law Enforcement Officer

The next HQL exemption option listed is for current law enforcement officers (LEO) or retired law enforcement in good standing.

When this option is selected, the other HQL Exemption selections are grayed-out and may not be chosen. Please note that, when the LEO option is selected, the applicant must provide the name of the department with whom they work(ed) and their ID Number; both fields are required and are marked with a red asterisk.
Exceptions to possession of the Handgun Qualification License:

Select the option that most accurately describes your reason for HQL exemption.

(Individuals deemed exempt must provide the proper documentation to a Regulated Firearms Dealer prior to purchasing a firearm.)

- Licensed Firearms Manufacturer
- Current law enforcement officer or person retired in good standing from a law enforcement agency of the United States, the State, or a local law enforcement agency in the State
  - Department
  - ID
- Active member or retired member of the armed forces of the United States or National Guard
- Person purchasing, renting, or receiving an antique, curio, or relic as defined by federal law or in determinations published by the Bureau of Alcohol, Tobacco, Firearms and Explosives

Military

The third option is for active or retired military. This may be selected by members of the United States Military or members of the National Guard. When selected, the applicant is required to supply the name of their military Department and their Military ID Number; both fields are marked with a red asterisk.

- Active member or retired member of the armed forces of the United States or National Guard
  - Department
  - Military ID

Curio or Relic

And the final HQL exemption option is for persons applying to purchase/transfer a curio or relic firearm as defined by federal law.

Unlike the previous options, this one is not verified by the Dealer or Barrack at this point in the application process. Later, when the Dealer or Barrack enters the firearm information – make, model, caliber, etcetera – curio/relic status can be
ATTESTATION QUESTIONS

In the following section of the application, the applicant is asked a series of questions required by the State of Maryland to determine the applicant’s eligibility to purchase a regulated firearm. The questions are directly related to actions and history that would cause an individual to be prohibited from owning a regulated firearm. Note the red asterisk by each question, indicating an answer to the question is required.

If an applicant answers an attestation question in such a way that he/she is then prohibited, the Portal system will alert the applicant when they attempt to move to the next screen.
It is important for the applicant to not only read the question, but to read the detail provided under the question. The included by many of the questions provides additional explanation or definition of terms used in the question, as shown in the definition pop-up below.

Note that if the DOB you entered when you created your account indicates that you are over 30, questions 9-11 are automatically set to N/A:
9. If you are under 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for any violation classified as a felony in Maryland if committed by an adult?*

☐ Yes  ☐ No  ☐ N/A

10. If you are under 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for any violation classified as a misdemeanor in Maryland that carries a maximum penalty of more than 2 years if committed by an adult?*

IT DOES NOT MATTER WHAT SENTENCE YOU ACTUALLY RECEIVED, EVEN IF YOU ONLY RECEIVED PROBATION.

☐ Yes  ☐ No  ☐ N/A

As you answer the questions and click [NEXT], the page number tabs at the top of the screen increment forward as shown here:

---

SIGNING THE APPLICATION

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On question 23, if you indicated on the first screen of demographic information that you are a Designated Collector, the answer is auto-set to N/A.

23. If you are NOT a designated collector: Have you purchased a regulated firearm within the past 30 days?*

☐ Yes  ☐ No  ☐ N/A

24. If a regulated firearm is lost or stolen, the owner of the regulated firearm shall report the loss or theft to the local law enforcement agency within 72 hours after the owner first discovers the loss or theft.*

The owner must also notify any subsequent recipient of the weapon of this requirement.

☐ I agree
When you reach the signature page, type your name, First Name and Last Name, in the spaces provided. The first and last names entered here must match what was entered on the first screen of demographic information.

When the applicant enters their First Name and Last Name, the application is date/time stamped.

SUBMITTING THE APPLICATION

The application is now ready to be submitted the Application Pool. When you click the [SUBMIT] button, the application is saved for you to access when you’re ready to purchase a regulated firearm at a licensed firearms retailer or via a person-to-person transfer.
After you’ve clicked [SUBMIT], the Portal system will drop you back on your User Dashboard, as shown below. You will get a confirmation notice in the upper right of your screen that confirms successful submission, and the application will appear on your Applications tab.

**CONFIRMATION EMAIL**

You will also receive an email sent to the email address used to create your Portal account. This email is important! It contains two critical pieces of information – your application number and your PIN for that specific application. You will need both of these things when you move forward with a handgun purchase.

May 2016
VIEW THE APPLICATION

After submission to the Application Pool, the application may be opened in a read-only mode by the applicant, via their User Dashboard.

RESEND CONFIRMATION EMAIL
Also, if you lose your confirmation email, you can resend it to the email address on file by clicking [RESEND CONFIRMATION EMAIL] on your User Dashboard.

**DEALER SALE - PURCHASING A FIREARM**

Regulated firearms in Maryland are most commonly purchased/ transferred in one of two ways – the purchase of a weapon from a licensed firearm retailer, or the purchase of a weapon from an individual citizen seller. We call the first one a Dealer Sale, and the second a Secondary Sale. These terms are defined in more detail earlier in this document.

**DEALER SALE**

When you are ready to purchase a regulated firearm, and you intend to do so from a licensed firearms Dealer in Maryland, accessing your application at your selected retail store will require providing the Dealer with two pieces of information – your 77R-E application number, and your last name. The last name must be the same as appears on the application you created and submitted to the Application Pool earlier.

In the following Dealer Sale scenario, the applicant is at their selected licensed firearm Dealer and is ready to purchase a Smith & Wesson M&P in 9mm Luger.
When you arrive at the retail store and have selected your handgun, the salesperson will ask you for your last name and application number in order to query the Licensing Portal system and pull up your application from the Application Pool.

The image above is the Portal screen the salesperson sees uses to enter that information.

Then, the salesperson enters his/her own information, as shown below, so that all parties involved are able to identify who assisted you with the transaction.
The salesperson will ask you for your Driver’s License and your Handgun Qualification License (HQL), if you are required to have an HQL, or for your HQL Exemption Documentation, if you are exempt from the HQL requirement.

**IDENTITY VERIFICATION**

The information you entered, first name, last name, HQL or Exemption, DL #, Date of Birth and Address, when you filled out the application form are displayed for the Dealer to review and verify against your Driver’s License and HQL/Exemption. The Dealer verifies each piece of data given on this screen and marks each as reviewed and correct by selecting each check box.

If there are minor discrepancies between the information on the screen and your Driver’s License and HQL, the Dealer may exercise his discretion in making small changes. This is provided as a convenience to the Buyer, allowing the Buyer to utilize the application already submitted rather than being required to submit a new one with the minor data issues corrected. Any changes made by the Dealer here are logged, should there be any issues later.
When you filled out the application and submitted it to the Application Pool, and you anticipated making your weapon purchase from a retail firearms store, the type of sale chosen was very likely Dealer Sale. There are, in fact, several types of ‘Dealer Sales,’ as explained earlier in this document. If the transaction you are making qualifies for any of the specific sale types, the Dealer/salesperson will set the application type appropriately here.

**RE-ATTESTATION**

After the sale type is set correctly, the applicant is asked to re-attest to the questions answered when you submitted the application to the Application Pool. This is required because, between the time the application is completed initially and the time the application is used for the purchase of a regulated firearm, the answer to one or more of the questions may have changed.
You will be asked to review the answers you provided previously and identify if any of your answers have changed from a NO to a YES.

If none of your answers have changed from NO to YES, you will be asked to supply your application PIN number to certify/sign your re-attestation and check the box marked: All Answers Are Unchanged.

The Dealer then clicks [NEXT].

**WEAPON INFORMATION**

Here, the salesperson enters the required information for the weapon you have selected, a Smith & Wesson M&P 9mm.
The required fields are shown in the image below.

Then the salesperson is required to answer weapon questions related to the Maryland Handgun Roster.
If you are certified as a Maryland Designated Collector, the Dealer/salesperson may enter more than one handgun as part of a regular Dealer Sale by clicking the [SAVE & ADD ANOTHER] button. If the transaction will include a single handgun, the Dealer may click the [NEXT] button here and move on to the next screen.
SIGNATURE

When the weapon information is complete, both the Applicant and the Dealer provide a signature. The applicant again provides his/her PIN as signature, and the Dealer enters their information.

Once the application is signed by both Applicant and Dealer, the Portal system will prompt the Dealer for payment of the application fee. Payment must be provided via credit card.

ELECTRONIC PAYMENT

The State of Maryland uses eGovernment payment processor NIC (http://www.egov.com) for secure credit card transactions online.

The Dealer will click [PAY & SUBMIT TO MARYLAND STATE POLICE] to make the electronic payment and submit it and the application to the Maryland State Police.
The credit card holder information is entered, as shown below.

And then the credit card number, expiration and CVV is entered for the $10 application fee.
The Dealer clicks the [Submit Payment] button.

The Dealer is taken back to their Licensing Portal home screen.

Your application has now been submitted to the Maryland State Police Licensing Division for review. You will receive confirmation of submission and confirmation of the electronic payment at the email address on record.
7 DAY WAITING PERIOD

In the State of Maryland, citizens applying for the purchase of a regulated firearm are required to wait 7 days before ownership of the weapon changes hands from Dealer (or previous owner) to Buyer. This provides time for the Maryland State Police to perform a thorough background check on the Buyer and to then assign a final disposition to the application.
DEALER SALE - WEAPON TRANSFER

As stated previously, Maryland has a 7 day waiting period for citizens applying for the purchase of a regulated firearm.

On the 8th day after the application is submitted to Licensing Division by the Dealer or Barrack, the applicant will receive an email at the email address on record with notification of their application’s final disposition.

A disposition of Not Disapproved means that you have been approved for purchase of the specified weapon in the application.

A disposition of Disapproved means that you have not been approved for purchase of the specified weapon. You may contact the Maryland State Police for more information on the disapproval; no details will be provided in the notification email.

When you return to your firearms Dealer, your salesperson will need your application number and last name again to access your Not Disapproved application.

IDENTITY VERIFICATION

Once they’ve accessed your application, they are required to verify your identity again to confirm they are transferring the weapon to the individual named on the application. Verification is done via your Driver’s License, though your salesperson may also ask to see your HQL again, if applicable.
FIREARM VERIFICATION

After verification of your identity, the Dealer/salesperson will verify the weapon information. This involves matching the Make, Model, Serial Number, etcetera, from the physical weapon in their retail inventory against the Make, Model, Serial Number, etcetera, noted in the 77R-E application. See below for an example.

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.

<table>
<thead>
<tr>
<th>AMT or IAI/AMT — .44 Magnum, .17 Aguila</th>
<th>Amadeo Rossi S.A. — Eagle 6, .378 Weatherby Magnum</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Firearm</td>
<td>New Firearm</td>
</tr>
<tr>
<td>Type: Semi-automatic</td>
<td>Type: Revolver</td>
</tr>
<tr>
<td>Serial: TSDGD5GS</td>
<td>Serial: 8788-HG</td>
</tr>
<tr>
<td>Barrel Length: 6.00</td>
<td>Barrel Length: 7.25</td>
</tr>
<tr>
<td>Finish: Aluminum</td>
<td>Finish: Nickel</td>
</tr>
<tr>
<td>Country: Angola (AO)</td>
<td>Country: Austria (AT)</td>
</tr>
</tbody>
</table>

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

All that remains after weapon verification, to complete the weapon transfer, is the applicant’s and Dealer’s digital signatures.
SIGNATURE

Signature by the applicant requires providing the Dealer with the unique PIN associated with this specific application.

As explained in the application submission process earlier in this document, the application PIN is included in the confirmation email you received when you submitted the application to the Portal Application Pool.

If you’ve forgotten your PIN, or need it re-sent to you, the Dealer can click [RESEND APPLICANT PIN] at the top of the screen to email it to you. The email will go to the email address on record as part of your Portal account.

Once the PIN and Dealer signature are completed, the Dealer may click the [COMPLETE TRANSFER] button to date and timestamp the transfer of the weapon from his inventory to yours. The Dealer will receive a confirmation of success in the upper right corner of his Portal screen.
SECONDARY SALE - COMPLETING A FIREARM APPLICATION

Regulated firearms in Maryland are most commonly purchased/transferred in one of two ways – the purchase of a weapon from a licensed firearm retailer, or the purchase of a weapon from an individual citizen seller. We call the first one a Dealer Sale, and it is explained in detail earlier in this document. The second type is called a Secondary Sale.

Much of the information collected is the same as a Dealer Sale, or any other application type, and in general, the submission and purchase process are the same as well. For the sake of brevity, only the differences in process will be explained in detail as we go on.

SECONDARY SALE

When you are ready to purchase a regulated firearm, and you intend to do so from a private seller who does not have a Maryland Firearms License, you will create your Portal user account and begin your 77R-E in basically the same way as detailed above.

DEMOGRAPHIC INFORMATION

You will be asked to complete data entry of your demographic information, if it’s not already in the Portal system from a previous application.
DHMH RELEASE FORM

And you will need to sign a DHMH Release form, as shown below.
HQL OR HQL EXEMPTION

The Portal system will then ask for your HQL Number or your HQL Exemption.

Here is where the application process is different!

With a Dealer Sale, there are dozens of retail firearms dealers out there to choose from. You may or may not know, at the time you submit your application to the Application Pool, from which Dealer you will be purchasing your regulated firearm.

However, with a Secondary Sale, chances are you’ve identified the one person from whom you will be buying your firearm. In a Secondary Sale, you’ve selected your private seller, typically prior to completing a 77R-E.

Because this is the case, the Portal system requires that you have a few pieces of information about your seller in order to submit the application.
INFORMATION REQUIRED FROM SECONDARY SELLER

The information you are required to have about your private seller includes their: first name, last name, middle initial, gender, a phone number and an email address.

Most Secondary Sales are completed at an MSP Barrack location. The remaining non-mandatory fields of information will be completed by the Duty Officer at the Barrack later in the process.
ATTESTATION QUESTIONS

After completing the few required fields of information on your private seller, you will be asked a series of Attestation Questions. Each question must be answered in order to move forward to the next page or part of your application.

At the end of the Attestation Questions comes the applicant’s signature. By signing here, you are certifying that the information contained in the application is true and accurate.
Your application, once signed with your first name and last name, will be date and timestamped.

Click [SUBMIT] to submit the application to the Application Pool.

SECONDARY SALE - PURCHASING A FIREARM

As stated previously, most Secondary Sales are facilitated by a law enforcement officer with the Maryland State Police at a Barrack location, or at MSP Headquarters. The process is very similar to that of Dealer Sale, with a few exceptions.

It is recommended that you call your selected Barrack to make an appointment for processing of your 77R-E. Having an appointment will save you and your Seller time because the Duty Officer on duty at your selected Barrack will be available and ready for you when you arrive, barring any emergencies.

AT THE BARRACK

In the following scenario, you’ve selected the Annapolis Barrack to facilitate the transfer of a Heckler & Koch P2000 in 9mm Luger from your private Seller, Mickey Mouse. You’ve made your appointment with Trooper Clark Kent who will be on duty that day.
Both you and your Seller enter the Barrack and meet Trooper Kent. Trooper Kent will ask you for your Application Number and your Last Name in order to look up the application in the Portal System.

LAW ENFORCEMENT OFFICER INFORMATION

The Trooper facilitating the weapon transfer between the Secondary Seller and Buyer enters his/her First Name, Last Name and Badge Number.
APPLICANT VERIFICATION

The Trooper will need to verify the identity of the applicant. In order to do that, he/she will ask the applicant for their HQL, or HQL Exemption documentation, and their Driver’s License or State Issued ID.

As each piece of application information is verified, the corresponding box next to it must be marked to confirm the information provided by the Portal matches the identification provided to the Trooper in person.

APPLICATION VERIFICATION

At this point in the process, the Trooper has the ability to change the Application Type if the one currently selected isn’t the most appropriate option.
RE-ATTESTATION

In the old, paper process, the applicant attested to their answers related to criminal history on the same day as the weapon purchase. In the Portal, the applicant may submit their application to the Application Pool days, even weeks, before arriving at the Barrack to take the next step in their purchase process. Because this is the case, the applicant is required to ‘re-attest’ to the answers provided in their application.

If any of the original answers provided at the time the application was filled out have changed from NO to YES, the applicant is required to alert the Trooper during re-attestation. The Trooper will click the corresponding ANSWER HAS CHANGED TO YES next to that question.

<table>
<thead>
<tr>
<th>Attestation Questions</th>
<th>Applicant Re-attestation at Time of Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you UNDER 21 years of age? *</td>
<td><img src="#" alt="Yes" /></td>
</tr>
<tr>
<td>2. Are you participating in a straw purchase of a regulated firearm? *</td>
<td><img src="#" alt="Yes" /></td>
</tr>
<tr>
<td>3. Have you ever been convicted of a crime of violence? *</td>
<td><img src="#" alt="Yes" /></td>
</tr>
</tbody>
</table>

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 the firearm and subsequently transfer the firearm to the first individual.

The term crime of violence means: abduction; arson, in the first or second degree; burglary in the first, second, or third degree; carjacking or armed carjacking, escape in the first degree; kidnapping; voluntary manslaughter; murder as previously proscribed under former Article 27, Subtitle 5 of the Code, mayhem as previously proscribed under former Article 27, Subtitle 4 of the Code, murder in the first, second, or third degree; rape in the first or second degree; robbery; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; assault or assault with intent to commit a crime; unlawful possession of a firearm by a previously convicted felon; unlawful distribution of a controlled dangerous substance; unlawful delivery of a controlled dangerous substance; unlawful use or possession of a firearm in the first degree; unlawful use or possession of any other dangerous weapon or device; weapons of mass destruction; theft in the first degree; theft in the second degree; unlawful sales practice.

Please be aware that a YES answer to most of the attestation questions may prohibit you from the purchase of a regulated firearm. It is critical that the answers to these questions are truthful and correct.

If your answers remain NO, you will be asked to digitally sign the application at this point.
Your re-attestation signature requires the unique PIN provided to you at the time you filled out this specific application. The PIN was included in the email you received when you submitted the application to the Application Pool. If you’ve forgotten your PIN, the Trooper can send it to you again via email.

The PIN confirmation email will go to the email address on file in the Portal. You cannot have the confirmation email sent to any other email address.

When you’ve entered your PIN, or given your PIN to the Trooper so that he/she may enter it on your behalf, the Trooper will select the All Answers Are Unchanged checkbox to confirm that your answers remain NO.

The Trooper will click NEXT.
TRANSFEROR INFORMATION

The Trooper will need to capture the additional information from the Seller/Transferor. The Trooper will request the Seller's Driver's License and will ask several questions to fill the fields shown below.

When the Seller’s demographic information has been collected, the Trooper will click NEXT.
WEAPON ADD

After the Trooper has collected the required information from the weapon being sold/transferred, he/she will record it in the Portal so that the information is included with the application.

The fields shown in the image below must be completed in order to move forward with the application process.

If there are multiple weapons to add, the Trooper will repeat the above process until the last weapon is added.
When the list of firearms being sold/transferred is complete on the screen shown below, the Trooper will click **NEXT** to move forward.

**SIGNATURE**

The applicant and Seller sign the application. The applicant signs by providing the unique PIN assigned for the specific application, and the Seller signs with his/her first name and last name.

Once both parties have signed the application, the **PAY & SUBMIT TO MARYLAND STATE POLICE** button will become available.
ELECTRONIC PAYMENT

The Trooper will request credit card information from the applicant. You may hand your card to the Trooper briefly, so that he/she can enter the card number, expiration and CVV. Once the information is added to the payment screen, the Trooper will return your card to you.

The State uses an eGov payment processor by the name of NIC. This payment processor is used by all Maryland State agencies. If you would like more information about NIC, you can visit their MARYLAND.GOV site at: http://www.maryland.gov/egov.

Your credit card information is not stored by the Maryland State Police in any MSP system or database.

The application fee for a 77R-E remains $10.
When all the required fields are complete, NIC provides a summary view of all the relevant customer payment data for review and confirmation; see below.

If all the information is correct, the Trooper will click **Submit Payment**.

After submitting your $10 payment to the State, the NIC eGov system processes the payment and sends a payment confirmation email to the applicant’s email address on file in the Portal.
Once payment is submitted successfully, the application goes to the Maryland State Police, Licensing Division, for processing of the applicant’s background check.

7 DAY WAITING PERIOD

In the State of Maryland, citizens applying for the purchase of a regulated firearm are required to wait 7 days before ownership of the weapon changes hands from the private Seller to the Buyer. This provides time for the Maryland State Police to perform a thorough background check on the Buyer and to then assign a final disposition to the application.

SECONDARY SALE - WEAPON TRANSFER

As stated previously, Maryland has a 7 Day waiting period for citizens applying for the purchase of a regulated firearm.

On the 8th day after the application is submitted to Licensing Division by the Dealer or Barrack, the applicant (Buyer) and the Seller will each receive an email at the email address on record with notification of the application’s final disposition.

A disposition of Not Disapproved means that the applicant been approved for purchase of the specified weapon in the application.

A disposition of Disapproved means that the applicant has not been approved for purchase of the specified weapon. The Buyer and Seller may contact the Maryland State Police for more information on the disapproval. No details will be provided in the notification email sent to either party.

SCHEDULING WEAPON TRANSFER

In a Secondary Sale, the Buyer and Seller must have at least the basic contact information for each other in order to arrange for weapon transfer if and when both these criteria have been met:

A. the 7 Day waiting period has elapsed, and,

B. the applicant has received a Not Disapproved disposition on their application.

The Portal system will notify both the Buyer and the Seller when final disposition is assigned to the application in question.

If the disposition is Not Disapproved, the applicant may receive the weapon. After receiving a notification of Not Disapproved, the Buyer and Seller may contact each other to make arrangements for transfer of the weapon from the Seller’s inventory to the Buyer’s inventory.

It is strongly recommended that the weapon NOT be loaded at the time of transfer.
COMPLETING THE WEAPON TRANSFER

The weapon transfer is not complete until the Seller notifies the Maryland State Police of the date on which the weapon has changed hands and is now the property of the Buyer. Until this takes place, the weapon is assumed to still belong to the Seller.

Providing the date of transfer is an electronic process. When the Portal system sends the disposition email to the Buyer and Seller (the Not Disapproved or Disapproved message), the Seller’s email will contain a link to click and instructions for completing the weapon transfer.

Seven days after the 8th day disposition email, the Seller will receive a reminder email regarding completion of the weapon transfer. On a regular basis after that reminder email, additional reminder emails will be sent to the Seller.

After a certain point, the Portal will send a reminder email to the Seller and the Buyer if the weapon transfer remains incomplete. If the weapon transfer has taken place, and the Seller hasn’t completed the transfer process in the Portal system, the Buyer may opt to call Licensing Division to provide the weapon transfer date.

Once the transfer date has been set, either by the Seller via the email link, or by Licensing Division after speaking to the Buyer or Seller, the application is closed.

How to Complete an Application for a Gift
To complete the Gift process you will need to login using your User Name and Password.

Note: Your “User Name” can be found in the activation email initially sent to you.

Once you have logged into your account you will need to click on the “Start 77R-E Application” button to begin your application.
Now that you have logged into your account you will need to select an application type. Since you are receiving a Gift then you would need to select that statement that says “I received the firearm as a gift (Gift)”. Once you’ve selected that application type you will be required to select who the gift giver is.

Note: If the “Gift Giver” is not listed in the dropdown menu then you are unable to receive a gift from this individual. You will need to utilize a different application type.
Upon Selecting your application type you should then review your basic information.
You will now be require you to electronically sign the DHMH Information Release. Once you have read the contents of the DHMH Information Release you will be able to sign this form by placing a check mark
in the box below. You will notice that the system will date and time stamp once you’ve placed a check mark in the box below.

Enter your Handgun Qualification License information
Or if you are HQL exempt place a check mark in the box that states “I qualify for an HQL exemption”. Once you place a check mark in the box you will be able to select what type of exemption you qualify.
for. When you select a specific exemption it will require you to enter information in reference to the exemption.

Click on “Add Firearm” to begin to enter the firearm’s information.
When entering the firearm information you will notice that the drop down menu is intuitive.
When you select a weapon type (ie. Revolver) the drop down menu entitled “Make” will only show manufacturers that produce that specific weapon type (ie. Revolvers). It down selects further once you...
have select a Make and will only display Model numbers based on the “Type” and “Make” you have selected.

If the make, model, model number, or caliber is not displayed in any of the drop down menus. Then you can place a check mark in the box below that states “Not Listed”. By selecting not listed you will be able to manually enter the make, model, model number, or caliber listed on the weapon.
Note: If the weapon does not have a Model number you will be able to select “N/A” from the drop down menu.
Now you must enter the Transferor’s (Gifter’s) information
Complete the attestation questions
Note: Any words in bold can be defined by clicking on the blue question mark at the end of the question 🎯.

Now you have the option to upload any documents you wish to accompany your application for the Licensing Division to review. If you do not have any documents then you will simply need to sign and submit your application. To sign your application electronically all you will need to do is type your first and last name under
“Name of Buyer/Transferee”. Once you have electronically signed your application you will notice it has been date and time stamped. Your application is now complete and has been submitted to the Licensing Division.

How to Complete an Application for an Inheritance
To complete the Inheritance process you will need to login using your User Name and Password.

Note: Your “User Name” can be found in the activation email initially sent to you.

Once you have logged into your account you will need to click on the “Start 77R-E Application” button to begin your application.
Now that you have logged into your account you will need to select an application type. Since you have inherited a weapon you will need to select that statement that says “I inherited the firearm”.
Upon Selecting your application type you should then review your basic information.

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<table>
<thead>
<tr>
<th>Application Type*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select one.</td>
</tr>
<tr>
<td>○ I'm purchasing from a firearm or retail store (Dealer Sale).</td>
</tr>
<tr>
<td>○ I'm purchasing a firearm from another person (Secondary Sale).</td>
</tr>
<tr>
<td>○ I received the firearm as a gift (Gift).</td>
</tr>
<tr>
<td>○ I own a firearm already and I would like to register it with the state (Voluntary Registration).</td>
</tr>
<tr>
<td>○ I inherited the firearm (Inheritance).</td>
</tr>
<tr>
<td>○ I'm applying for some other purchase type.</td>
</tr>
</tbody>
</table>

*This account should be used by one person only. Do not share your login information with anyone.
You will now be required to electronically sign the DHMH Information Release. Once you have read the contents of the DHMH Information Release, you will be able to sign this form by placing a check mark in the box below. You will notice that the system will date and time stamp once you’ve placed a check mark in the box below.
Enter your Handgun Qualification License information

Handgun Qualification License Information

Enter your Handgun Qualification License Number

You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt. If you’re not familiar with Maryland’s Handgun Qualification License, click here.

Handgun Qualification License Number *
HQL: 734-267935

☐ I qualify for an HQL Exemption
Or if you are HQL exempt place a check mark in the box that states “I qualify for an HQL exemption”. Once you place a check mark in the box you will be able to select what type of exemption you qualify for. When you select a specific exemption it will require you to enter information in reference to the exemption.
Click on **“Add Firearm”** to begin to enter the firearm’s information.
When entering the firearm information you will notice that the drop down menu is intuitive.
When you select a weapon type (ie. Revolver) the drop down menu entitled “Make” will only show manufacturers that produce that specific weapon type (ie. Revolvers). It down selects further once you have select a Make and will only display Model numbers based on the “Type” and “Make” you have selected.
If the make, model, model number, or caliber is not displayed in any of the drop down menus. Then you can place a check mark in the box below that states “Not Listed”. By selecting not listed you will be able to manually enter the make, model, model number, or caliber listed on the weapon.
Note: If the weapon does not have a Model number you will be able to select “N/A” from the drop down menu.
Complete the 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 an application to purchase a regulated firearm,, interim possession of the 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 or second degree, assault in the first, second, or third degree, carjacking, and theft, or any other offense, except a lesser included offense, punishable by imprisonment for a term exceeding one year.

4. Have you ever received probation before judgment (PBJ) for a crime of violence? *
   - Yes
   - No
   
   Refer to question 5 for the definition of a crime of violence. This question does not apply to PBJ for assault in the second degree or for an upgraded PBJ.

5. Have you ever received probation before judgment (PBJ) in a domestically related crime? *
   - Yes
   - No
   
   Domestically related crime means a crime committed by a defendant against a victim who is a person eligible for relief as defined in 8-501 of the Family Law Article or who had a past relationship with the defendant within 12 months before the commission of the crime. This question does not apply to an upgraded PBJ.

Note: Any words in bold can be defined by clicking on the blue question mark at the end of the question 🎨.
Now you have the option to upload any documents you wish to accompany your application for the Licensing Division to review. If you do not have any documents then you will simply need to sign and submit your application. To sign your application electronically all you will need to do is type your first and last name under “Name of Buyer/Transferee”. Once you have electronically signed your application you will notice it has been date and time stamped. Your application is now complete and has been submitted to the Licensing Division.

**Upload Documents**

Click “ADD NEW DOCUMENT” 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.

**Sign & Submit Application**

**NOTICE:** 7-Day Waiting Period. A dealer or other person may not sell, rent, transfer, or purchase a regulated firearm until after 7 days following the time a firearm application is forwarded to the Maryland State Police. Applications must be forwarded to the Maryland Department of State Police (MDSP) by a licensed firearm dealer or a designated law enforcement agency.

**Signature of Buyer / Transferee**

I certify under the penalty of perjury that the information contained in this application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

**Name of Buyer / Transferee**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin</td>
<td>Howard</td>
</tr>
</tbody>
</table>

Application signed on: 03/27/2019 16:40 AM
How to Complete an Application for a Voluntary Registration

To complete the Voluntary Registration process you will need to login using your User Name and Password.

Note: Your “User Name” can be found in the activation email initially sent to you.
Once you have logged into your account you will need to click on the “Start 77R-E Application” button to begin your application.
Now that you have logged into your account you will need to select an application type. Voluntary Registration is for residents of Maryland who own a firearm and now wish to register with the State. For the Voluntary Registration application type you will need to select that statement that says “I own a firearm already and I would like to register it with the State”.

Note: Voluntary Registration is not to be confused with the New Resident Registration. New Resident Registration is for use by people who have recently moved to Maryland and wish to register their firearms with the state police.
Upon Selecting your application type you should then review your basic information.

<table>
<thead>
<tr>
<th><strong>You Name</strong></th>
<th><strong>Middle Name</strong></th>
<th><strong>Last Name</strong></th>
<th><strong>Suffix</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Katrice</td>
<td></td>
<td>Howard</td>
<td>None</td>
</tr>
</tbody>
</table>

**Maiden Name (if applicable)** Nick Name (if applicable)

<table>
<thead>
<tr>
<th><strong>Date of Birth</strong></th>
<th><strong>Country of Birth</strong></th>
<th><strong>City of Birth</strong></th>
<th><strong>State of Birth</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>16/04/1980</td>
<td>United States</td>
<td>Boston</td>
<td>Massachusetts</td>
</tr>
</tbody>
</table>

**Street Address**

123 Main St

**Street Address 2**

**State**

Maryland

**City/Zip**

Baltimore County

27225

**Phone Numbers**

- **Home Phone**
  (123) 456 - 7890

- **Work Phone**
  (123) 456 - 7890

- **Mobile Phone**
  (123) 456 - 7890

**Hair Color**

Brown

**Eye Color**

Brown

**Height**

6

**Weight**

200

**Race**

Black

**Gender**

Female

**Social Security Number**

Maryland

**Driver's License State**

**Driver's License #**

Next

**Occupation**

IT

**Designated Collector**

You must present your Designated Collector letter to the dealer when selecting a firearm for purchase.

- [ ] Yes
- [ ] No
You will now be require you to electronically sign the DHMH Information Release. Once you have read the contents of the DHMH Information Release you will be able to sign this form by placing a check mark in the box below. You will notice that the system will date and time stamp once you’ve placed a check mark in the box below.
Enter your Handgun Qualification License information

Handgun Qualification License Information

Enter your Handgun Qualification License Number
You may not complete the application unless you possess a valid Handgun Qualification License (HQL) or are exempt.
If you're not familiar with Maryland's Handgun Qualification License, click here.

Handgun Qualification License Number *
HQL: 734-767071

[ ] I qualify for an HQL Exception

BACK  NEXT
Or if you are HQL exempt place a check mark in the box that states “I qualify for an HQL exemption”. Once you place a check mark in the box you will be able to select what type of exemption you qualify for. When you select a specific exemption it will require you to enter information in reference to the exemption.
Click on “Add Firearm” to begin to enter the firearm’s information.
When entering the firearm information you will notice that the drop down menu is intuitive.
When you select a weapon type (i.e. Revolver) the drop down menu entitled “Make” will only show manufacturers that produce that specific weapon type (i.e. Revolvers). It down selects further once you have select a Make and will only display Model numbers based on the “Type” and “Make” you have selected.
If the make, model, model number, or caliber is not displayed in any of the drop down menus. Then you can place a check mark in the box below that states “Not Listed”. By selecting not listed you will be able to manually enter the make, model, model number, or caliber listed on the weapon.
Note: If the weapon does not have a Model number you will be able to select “N/A” from the drop down menu.
Complete the attestation questions

### Attestation Questions

**Page 1**

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 an application to purchase a regulated firearm, with intent to transfer or 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 the commission, attempted commission, conspiracy or solicitation to commit a crime of violence. The term does not include any of the crimes listed above, or assault with intent to commit any of the crimes listed above, an arrest for an attempt to commit a crime of violence by use of explosives for more than 1 year."

4. **Have you ever received probation before judgment (PBJ) for a crime of violence?**
   - Yes
   - No

   "Refer to question 3 for the definition of a crime of violence. This question does not apply to PBJ for assault in the second degree or to an expunged PBJ."

5. **Have you ever received probation before judgment (PBJ) in a domestically related crime?**
   - Yes
   - No

   "Domestically related crime means a crime committed by a defendant against a domestic who is a person eligible for relief as defined in § 5-101 of the Family Law Article or who had a sexual relationship with the defendant within 12 months before the commission of the crime. This question does not apply to an expunged PBJ."

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**Note:** Any words in bold can be defined by clicking on the blue question mark at the end of the question.

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May 2016

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Now you have the option to upload any documents you wish to accompany your application for the Licensing Division to review. If you do not have any documents then you will simply need to sign and submit your application. To sign your application electronically all you will need to do is type your first and last name under “Name of Buyer/Transferee”. Once you have electronically signed your application you will notice it has been date and time stamped. Your application is now complete and has been submitted to the Licensing Division.

Upload Documents
Click “ADD NEW DOCUMENT” 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.

Sign & Submit Application

**NOTICE: 7-Day Waiting Period. A dealer or other person may not sell, rent, transfer, or purchase a regulated firearm until 7 days following the time a firearm application is forwarded to the Maryland State Police. Applications must be forwarded to the Maryland Department of State Police (MDSP) by a licensed firearm dealer or a designated law enforcement agency.**

**Signature of Buyer / Transferee**
I certify under the penalty of perjury that the information contained in this Application is true and accurate. I understand that any false or omitted information can result in the disapproval of this Application and lead to my arrest.

**Name of Buyer / Transferee**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katrina</td>
<td>Howard</td>
</tr>
</tbody>
</table>

Application signed on: 06/27/2016 16:40 AM