

Handgun Qualification License Unit

How to become a Qualified Handgun Instructor in Maryland

Handgun Instructors

To become a Qualified Handgun Instructor in Maryland, you will need **one** of the following:

- NRA ID card showing an instructor certification, ID number and expiration date; or
- USCCA card showing an instructor certification, ID number and expiration date; or
- Employee profile from MPCTC showing an instructor certification and expiration date; or
- Documentation showing proof that you have a minimum of 1 year experience in the instruction in the care, safety and use of handguns, along with a score sheet showing that you have shot 80% or better on a police practical course given by a certified firearms instructor.

DO YOU NEED QHIC OR QHIL?

HANDGUN QUALIFICATION INSTRUCTOR CERTIFICATE (QHIC)

You provide to us an NRA/USCCA Instructor Certificate **OR** an MPCTC profile showing a Firearms Instructor Certification.

QHIC will expire one day prior to the NRA/USCCA or MPCTC Instructor Certification expiration.

HANDGUN QUALIFICATION INSTRUCTOR LICENSE(QHIL)

Provide proof that you have a minimum of 1 year experience in instruction in the care, safety and use of handguns along with a score sheet showing you scored an 80% or better on a police practical course. The practical course needs to be certified by firearms instructor.

QHIL expires four years from the date of issue.

To apply, go to the Maryland State Police [website](#). Click on the Licensing Division tab...

The screenshot shows the Maryland State Police website. At the top left is the Maryland.gov logo. To the right are links for State Directory, State Agencies, and Translate. Below this is a banner with the State Police logo and the text "State Police". On the right side of the banner are social media icons for Facebook, Twitter, and YouTube. A left-hand navigation menu lists various services, with "Licensing Division" highlighted by a red arrow. The main content area features a large image of police officers in uniform standing in a line in a large hall, with a large circular logo of the Maryland State Police in the foreground. To the right of the main image is a "Featured News" section with several news items and a promotional banner for firearm applications.

Maryland.gov

State Directory State Agencies Translate

State Police

About MDSP

Citizen Services

Obtain Police Reports

Maryland Center for Missing and Unidentified Persons

Public Information Act (PIA) Requests

Property Auctions

Complaints Against MSP and Personnel

Compliments for MSP and Personnel

Documents, Forms, Publications and Proactive Releases

Maryland Vehicle Inspection Program

Licensing Division

Federal Military Surplus Program

Featured News

Maryland State Police

Jan 24, 2023 Police Seek Public Assistance In Identifying Suspect Allegedly Involved In Three Commercial Burglaries

Jan 24, 2023 Maryland State Police Investigating Crash That Killed One, Injured Another In Calvert County

Jan 24, 2023 Maryland State Police Investigating Fatal Single-Vehicle Crash In Calvert County

Get news updates by email or text.

Regulated Firearm Applications, Licenses and Permits

Apply for Firearm Purchases, Licenses & Permits

On the next page, scroll down and click **HERE**.

Application to Purchase a Regulated Firearm

Application for Handgun Wear/Carry Permit

Machine Gun Registration

Licensing Portal



CLICK HERE

Handgun Qualification License (HQL) Application

LEOSA

Qualified Handgun Instructor

Intercept Devices & K9 (LE Only)



CLICK HERE

Or, click one of the links below to proceed to your area of interest.

[FIREARM PURCHASE, CARRY, OR REGISTER](#)



Purchase a Regulated Firearm
Handgun Qualification License (HQL)
Wear and Carry Handgun Permit

Firearms Collectors

Firearms Dealers

Enter your User ID and Password.

DEPARTMENT OF MARYLAND STATE POLICE

MENU

Create User Account

Welcome to the Maryland Department of State Police (eMDSP) Online Services Login Page

IMPORTANT UPDATE

For information regarding the HQL renewal process, click [here](#)

A copy of your HQL, either printed or electronic, must be presented to a firearm dealer or private seller, prior to selling, renting, or transferring a handgun, in accordance with the MD Public Safety 5-117.1 and COMAR 29.03.01.06.

For assistance with your:

- **HQL, New Resident Registration or Qualified Handgun Instructor License**, please email [msp.hql@maryland.gov](mailto:mzp.hql@maryland.gov)
- **Intercept Device Registration**, please email [msp.licensing@maryland.gov](mailto:mzp.licensing@maryland.gov)
- **LEOSA application**, please email [msp.handgunpermits@maryland.gov](mailto:mzp.handgunpermits@maryland.gov)

User ID:

Password :

Login

[Click here](#) to create an account.

[Click here](#) if you have forgotten your password.

DEPARTMENT OF MARYLAND STATE POLICE

This is your home screen after
successfully logging in.

MENU

- Initial Application
- Renew License
- Document Request
- Demographics Update
- Logout

Licensing Home Page

You current applications for licenses, registrations, and certifications are listed below. Read the following guidelines before starting a new application.

- Check the [Maryland State Police Licensing Webpage](#) for the requirements of the application you are submitting.
- You may only submit applications for yourself. Each citizen must have their own account.
- Once you begin an application it may be saved for later update prior to submission.
- To begin a new application select the [Initial Application](#) link from the menu on the left.
- To continue an existing application click the **Continue** link on the application below.
- **LEOSA- MSP Retiree Renewal** [click here](#).

Name

Name:

Address:

Licenses, Registrations and Certificates

No license

Application Status Definitions

- Active - License, Registration or Certification approved; HQL/LEOSA: A physical identification card will be mailed to the address entered on your application. QHIC/QHIL: You will receive an instructor's certificate through email.
- Denied - Explanation will be emailed or mailed to the address submitted on the application within 2-3 business days.
- Pending - Application has been received. Application is being processed or waiting for required documentation from applicant. You will be contacted for any shortage.
- Complete - Application process is finished but is being reviewed by an approving officer.

For New Resident Registration, do not be alarmed if you application stays in Pending state for an extended period of time. This is normal.

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- **Intercept Device Registration**, please email msp.licensing@maryland.gov
- **LEOSA application**, please email msp.handgunpermits@maryland.gov

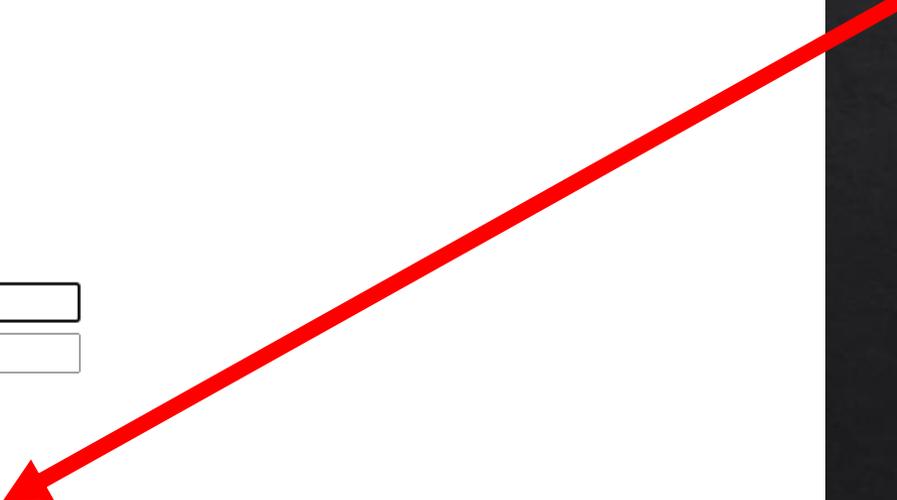
User ID:

Password :

[Click here](#) to create an account.

[Click here](#) if you have forgotten your password.

For a new user, Click here
to create your account...



If you have NEVER registered before, please enter your Date of Birth, Last Name, and enter “None” in the Registration Code field. Click "Search"...

DEPARTMENT OF MARYLAND STATE POLICE

MENU

Login Page

Search for your Record

Before you can apply for a license or make any changes to an existing license, eMDSP must first locate any record(s) that may be associated with you.

For **Existing Licensees**, please enter your Date of Birth, Last Name and Registration Code in the fields below and click "Search".

If you are an existing licensee and do not know your Registration Code, please [CLICK HERE](#).

If you have **NEVER** registered before, please enter your **Date of Birth and Last Name** and 'None' in the **Registration Code** field below and click "Search".

Date of Birth i.e. 09/23/2010
Last Name
Registration Code:

Search

Enter the required information and click "Register" ...

MENU

Login Page

Create Your Personal Account

We were unable to find any records associated with your search criteria.

Please provide the requested information below and Click the [register](#) button.

* = Required Field.

Name

First Name*

SSN

ex. 123456789

Middle Name*

Last Name*

Gender*

Suffix

ex. Sr. | Jr. | III

Date of Birth*

MM/DD/YYYY

Address

Country*

Primary Phone*

ex. 3015551212

Address Line 1*

ex. 123 Fourth St.

Email*

ex. username@domain.com

Address Line 2

ex. Apt. 100

Confirm Email*

ex. username@domain.com

City*

City*

Foreign Addresses:

Enter city, region, postal code

State*

Zipcode*

Only use 5 digit Zip Code:

ex. 02705

Create Your User ID and Password

UserID and Password are case sensitive.

User ID:

Password:

Confirm Password:

At least 12 characters

At least one lowercase letter

At least one uppercase letter

At least one number

At least one symbol/special character

No spaces

Cannot contain the word 'password'

Password Question*

ex. Favorite color?

Password Answer*

ex. Blue (Must be at least four (4) characters long.)

Register

DEPARTMENT OF MARYLAND STATE POLICE

MENU

Login Page

You have successfully created your eMDSP account. Please make a note of your User ID & Password and keep it in a safe place.

Please [login](#) to continue submitting an application.



Click here to return to the logon page and use your newly created username and password.

DEPARTMENT OF MARYLAND STATE POLICE

This is your home screen after
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MENU

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Licensing Home Page

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- To begin a new application select the [Initial Application](#) link from the menu on the left.
- To continue an existing application click the **Continue** link on the application below.
- **LEOSA- MSP Retiree Renewal [click here.](#)**

Name

Name:

Address:

Licenses, Registrations and Certificates

No license

Application Status Definitions

- Active - License, Registration or Certification approved; HQL/LEOSA: A physical identification card will be mailed to the address entered on your application. QHIC/QHIL: You will receive an instructor's certificate through email.
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DEPARTMENT OF MARYLAND STATE POLICE

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For **Existing Licensees**, please enter your Date of Birth, Last Name and Registration Code in the fields below and click "Search".

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If you have **NEVER** registered before, please enter your **Date of Birth** and **Last Name** and 'None' in the **Registration Code** field below and click "Search".

Date of Birth i.e. 09/23/2010

Last Name

Registration Code:

Search

If you have forgotten your password, click here to have a registration code emailed to you. You can then reset your password.

Enter your email address and a registration code will be emailed to you.

DEPARTMENT OF MARYLAND STATE POLICE

MENU

Licensing Home Page

Logout

Request Registration Code

Enter the email address associated with your HQL, New Resident Registration or Qualified Handgun Instructor License / LEOSA account to request your registration code.

If you are unsure of the email address used to create the account, please email:

msp.hql@maryland.gov for assistance with HQL, New Resident Registration or Qualified Handgun Instructor Licenses.

msp.handgunpermits@maryland.gov for assistance with LEOSA.

Email Address

Send Code

To return to Reset Password, click [here](#).

QHIC APPLICATION

Once you have successfully logged in to your account, click on “INITIAL APPLICATION”



DEPARTMENT OF
MARYLAND STATE POLICE

MENU

- Initial Application
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- To continue an existing application click the [Continue](#) link on the application below.
- **LEOSA- MSP Retiree Renewal** [click here](#).

Name

Name: Address:

Licenses, Registrations and Certificates

No license

Application Status Definitions

- Active - License, Registration or Certification approved; HQL/LEOSA: A physical identification card will be mailed to the address entered on your application. QHIC/QHIL: You will receive an instructor's certificate through email.
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Maryland Department of State Police Licensing Division | 1111 Reisterstown Road Pikesville, Maryland 21208

QHIC

Select the following options from the three dropdowns:



DEPARTMENT OF
MARYLAND STATE POLICE

MENU
Licensing Home Page
Logout

Apply for Your License, Registration or Certification

Application Type Selection

Profession:

License Type:

Obtained By Method:

To start an application select from the following Licensing, Registration, and Certificates.

Firearms Services Program

- For Firearms Services Select "Firearm Services" for Program
- **Handgun Qualification License (Standard)**
 - Required to purchase, rent, or receive a regulated firearm in Maryland
 - Select "HQL Standard" for License Type, and "Application" for Application Method
 - Required to have taken the 4 hour class from a certified MSP Instructor
- **Handgun Qualification License (Training Exempt)**
 - Required to purchase, rent, or receive a regulated firearm in Maryland
 - Select "HQL Training Exempt" for License Type, and "Application" for Application Method
 - See website for list of exemptions

QHIC

DEPARTMENT OF MARYLAND STATE POLICE

MENU

- Demographics
- Attach Documents
- Finalize
- Licensing Home Page
- Logout

Demographics

Update the information in the fields below and click the **update** button to save the changes.

NOTE: Not all fields may be applicable to each applicant.

Name

Name Prefix:
ex. Mr. | Mrs. | Dr.

First Name: You
must enter a value
First name MUST match driver's license.

Middle Name: You
must enter a value
if no middle name, enter NA.

Last Name: You
must enter a value

Name Suffix:
ex. Sr. | Jr. | III

Birth Date: You must
enter a value
MMDDYYYY

SSN:
ex. 123456789

Gender: You must
Please select a Gender
enter a value

Ethnicity:

Address

ATTENTION APPLICANTS: Licensing Division Staff has noticed an increased number of HQL cards being returned by the U.S. Postal Service. We ask that you carefully review the address information you provide prior to submitting your application.

Country:

Line 1: You
must enter a value
ex. 123 Fourth St.

Line 2:
ex. Apt. 100

City: You
must enter a value
Foreign Addresses:
Enter city, region, postal code

ZipCode: You
must enter a value
Only use 5 Digit Zip Code
ex. 21202

Phone: scr.
3015551212 You must enter a value

Fax:
ex. 3015551212

Email: You must
enter a value
ex. username@domain.com

State:

Complete the Demographics information. Although some of your information may be filled in, your application is not totally complete until you get a check mark in the Demographic box.

QHIC

DEPARTMENT OF MARYLAND STATE POLICE

MENU

- DEMOGRAPHICS*
- License Address
- Education
- Attach Documents
- Finish
- Licensing Home Page
- Logout

Certifications

Your certification and training records are listed below. Press the **add button** to add new certifications. Press the **complete button** to mark this step complete.

No education records

Add

Complete

Under the Education Tab, click "Add."

QHIC

DEPARTMENT OF
MARYLAND STATE POLICE

MENU Add Education Record

- DEMOGRAPHICS*
- License Address
- Education
- Attach Documents
- Finish
- Licensing Home Page
- Logout

Enter your education information in the fields below. Press the **save button** when finished.

Profession: Firearms Services ▾

Registration Type: Please Select One ▾
[Please choose Qualified Handgun Instructor License](#)

Certification(s):

Course Name/Certification Number:

Proficiency Score:

Certification Date: [Calendar](#)

Expiration Date: [Calendar](#)

- Under “Profession” select Firearms Services
- Under “Registration Type” choose NRO (Nationally Recognized Organization) if you are using an NRA/USCCA Instructor Certificate or a MPCTC profile showing an Instructor Certification
- Under “Course Name/Certification” put NRA or USCA and provide the ID number
- Under “Proficiency Score” put your qualification score (80-100), do not use a % sign
- Under “Certification Date” enter the date your NRA/USCCA or MPCTC Firearms Instructor Certification was obtained
- Under “Expiration Date” enter the date your NRA/USCCA or MPCTC Firearms Instructor Certification expires
- Click “Save”
- Click “Finish”

QHIC

DEPARTMENT OF MARYLAND STATE POLICE

Finish Screen

* All checklist items must be completed before continuing.

Application Summary

If all the above information is correct please click the Submit Application button. Otherwise, please correct any information by clicking on the desired Items listed on the menu to the left

Licenses

Address Changes

Name:

Licensee Address:

Prerequisite Licenses

By clicking the Submit Application button below you attest that the information submitted is accurate and truthful to the best of your knowledge.

Also, you authorize the State Police to use the information provided to verify your identity and your submitted certifications.

Submit Application

If the above button is not available, please ensure that you have completed all required steps. All steps are identified as completed by a checkmark in the Menu on the left. Attach Documents is not a required checkmark.

- If all required items are not completed, you will see this message
- Click "Submit Application" when all items are complete

QHIL APPLICATION

Once you have successfully logged in to your account, click on “INITIAL APPLICATION”



DEPARTMENT OF MARYLAND STATE POLICE

MENU

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Name

Name: Address:

Licenses, Registrations and Certificates

No license

Application Status Definitions

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MENU

Licensing Home Page

Logout

Apply for Your License, Registration or Certification

Application Type Selection

Profession:

License Type:

Obtained By Method:

Start Application

To start an application select from the following Licensing, Registration, and Certificates.

Firearms Services Program

- For Firearms Services Select "Firearm Services" for Program
- **Handgun Qualification License (Standard)**
 - Required to purchase, rent, or receive a regulated firearm in Maryland
 - Select "HQL Standard" for License Type, and "Application" for Application Method
 - Required to have taken the 4 hour class from a certified MSP Instructor
- **Handgun Qualification License (Training Exempt)**
 - Required to purchase, rent, or receive a regulated firearm in Maryland
 - Select "HQL Training Exempt" for License Type, and "Application" for Application Method
 - See website for list of exemptions
- **Handgun Qualification License (Permit Exempt)**
 - Required to purchase, rent, or receive a regulated firearm in Maryland

Select the following options
from the three dropdowns:



QHIL

DEPARTMENT OF MARYLAND STATE POLICE

MENU

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Update the information in the fields below and click the **update** button to save the changes.

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Name Prefix:

ex. Mr. | Mrs. | Dr.

First Name: You

must enter a value
First name MUST match driver's license.

Middle Name: You

must enter a value
if no middle name, enter NA.

Last Name: You

must enter a value

Name Suffix:

ex. Sr. | Jr. | III

Birth Date: You must

enter a value
MMDDYYYY

SSN:

ex. 123456789

Gender: You must

Please select a Gender
enter a value

Ethnicity:

Select

Address

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United States

Line 1: You

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Line 2:

ex. Apt. 100

City: You

must enter a value
Foreign Addresses:
Enter city, region, postal code

ZipCode: You

must enter a value
Only use 5 Digit Zip Code
ex. 21202

Phone: scr.

3015551212 You must enter a value

Fax:

ex. 3015551212

Email: You must

enter a value
ex. username@domain.com

State:

MD

Complete the Demographics information. Although some of your information may be filled in, your application is not totally complete until you get a check mark in the Demographic box.

QHIL

DEPARTMENT OF MARYLAND STATE POLICE

MENU Certifications

DEMOGRAPHICS

License Address

Education

Attach Documents

Finish

Licensing Home Page

Logout

Your certification and training records are listed below. Press the **add button** to add new certifications. Press the **complete button** to mark this step complete.

No education records

Add Complete

DEPARTMENT OF MARYLAND STATE POLICE

MENU Document Upload

DEMOGRAPHICS

LICENSE ADDRESS

Education

Attach Documents

Finish

Licensing Home Page

Logout

This portion allows for you to submit supporting documentation for your application

- Documents that may be accepted are:
 - Firearms Training Certifications
 - DO NOT SUBMIT** copies of criminal histories or any medical records.
- Click Browse to find the appropriate attachments needed to complete your application.
- Click Upload Document to load the attachment.
- Select the attachment Type
- You may select View to verify you attached the correct attachment.
- You may select Delete to remove an attachment from your application.
- Select Next to move to the final step in the application process.

Document Name	View	Delete	Type
No Documents			

Choose File No file chosen Upload Document

Next

For the Education section, click Complete. You will proceed to the Attach Documents page to upload your training documentation. Your documentation should be proof of minimal 1 year experience in instruction in the care, safety and use of handguns along with a score sheet showing you scored an 80% or better on a police practical course. The practical course needs to be certified by firearms instructor. Click "Finish."

QHIL

DEPARTMENT OF MARYLAND STATE POLICE

Finish Screen

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- Click "Submit Application" when all items are complete

QHIC and QHIL Renewals

1. Log in to your HQL account as detailed in this guide
2. Click “RENEW” on the left side of the screen and click the yellow “CONTINUE” button
3. Complete all required sections detailed on the left side of the screen starting with Demographics
4. For QHIC renewals, attach an updated NRA/USCCA or MPCTC profile
5. For QHIL renewals, attach an updated classroom roster. Score sheets are not required for renewals
6. Click “Next”
7. Click “Submit Application”

For questions, please send an email to the HQL Unit

msh.hql@maryland.gov