Handgun Qualification License Unit

How to apply for a HQL
HANDGUN QUALIFICATION LICENSE (HQL)

REQUIRED FOR MARYLAND RESIDENTS WANTING TO PURCHASE A REGULATED FIREARM

*** This is not the Wear and Carry Permit ***
ARE YOU ELIGIBLE OR EXEMPT?

**ELIGIBLE**

1. Must be a Maryland resident with a Maryland Driver’s License or Identification card.
2. Must be 21 years or older

**IF YOU ARE ELIGIBLE YOU CAN CONTINUE**

**EXEMPT**

Exemptions to possession of the HQL License:

1. A licensed firearms manufacturer.
2. Active law enforcement officer a person retired in good standing from a law enforcement agency of the United States (Federal Law Enforcement), the State, or a local law enforcement agency of the State possesses a valid identification card.
3. Active or retired member of the United States Armed Forces or National Guard and possesses a valid military identification card.
4. A person purchasing, renting or receiving an antique, curio or relic as defined in federal law.
5. Maryland licensed firearms dealers. (Sole Proprietors)

**IF YOU ARE EXEMPT, NO HQL REQUIRED**
To apply, go to the Maryland State Police website. Click on the Licensing Division tab…
On the next page, scroll down and click HERE…

For more HQL information click here.
Enter your User ID and Password.
This is your home screen after successfully logging in.
If you have NEVER registered before, please enter your Date of Birth, Last Name, and enter "None" in the Registration Code field. Click "Search"…

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**: 09/23/2000

**Last Name**: Smith

**Registration Code**: None

[Search](#)
Enter the required information and click “Register”…
Click here to return to the logon page and use your newly created username and password.
This is your home screen after successfully logging in.

DEPARTMENT OF
MARYLAND STATE POLICE

License 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.

- LEOA - MSP Retiree Renewal click here.

Name

Name: [Redacted] Address: [Redacted]

Licenses, Registrations and Certificates

No license

Application Status Definitions

- Active - License, Registration or Certification approved. HQI/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 your application stays in Pending state for an extended period of time. This is normal.
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.

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.

Enter your email address

Send Code

To return to Reset Password, click here.
Once you have successfully logged in to your HQL account, click on “INITIAL APPLICATION”
This is the screen you see after logging in.

**PROFESSION:** choose Firearms Services

*LICENSE TYPE:* choose one of the following:
- HQL Standard
- HQL Training Exempt
- HQL Permit Exempt
- New Resident
- QHIC
- QHIL

**OBTAINED BY METHOD:** Application

*An explanation of each license type is available on the next slide*
LICENSE TYPES

NEW RESIDENT: Anyone who is moving to Maryland and ALREADY owns a firearm. This is to be done within 90 days of establishing residency in Maryland. If it is beyond the 90 days, you can complete a voluntary registration*.

HQL STANDARD: Requires 4 hour training class by a Qualified Handgun Instructor and obtain fingerprints.

HQL TRAINING EXEMPT: Has a DNR Hunter Safety Card, already has a firearm already registered to them in Maryland or has a Military DD214 stating an Honorable Discharge and obtain fingerprints.

HQL PERMIT EXEMPT: Has an approved Handgun Permit (HGP).

QUALIFIED HANDGUN INSTRUCTOR CERTIFICATE (QHIC): Please see the instructional presentation for HQL instructors

QUALIFIED HANDGUN INSTRUCTOR LICENSE (QHIL): Please see the instructional presentation for HQL instructors

*Voluntary registration is completed on the 77R Firearms Purchase application in the Licensing Division’s online portal. Please see the FRU firearm purchase 77R instructional presentation for more information*
START YOUR APPLICATION

Click “Start Application”
The main menu appears
Demographics is the same on all applications

AFTER COMPLETING THE DEMOGRAPHICS PAGE, CONTINUE AS DIRECTED:

New Resident Applications go to the slide color coded Red
Standard Applications go to the slide color coded Orange
Training Exempt Applications go to the slide color coded Green
Permit Exempt Applications go to the slide color coded Blue
WEAPON INFORMATION

- All fields required, EXCEPT state of purchase and country of origin
- Click “Save” when done
- Fee is $15, NON-REFUNDABLE
PREREQUISITE FOR STANDARD APPLICATION ONLY

- Click “Add”

- License type is what correlates with your instructors license; (EX: QHIC-0000-0000 is a certificate, QHIL-0000-0000 is a license)

- Click “Search”

- Click their name to attach

- Fee is $50, NON-REFUNDABLE
HQL TRAINING EXEMPT

**WEAPON INFORMATION**
- Under License Update Tab
- All fields required, EXCEPT state of purchase and country of origin
- Click “Save” when done
- Fee is $50, NON-REFUNDABLE

**ATTACH DOCUMENTS UNDER DOCUMENT UPLOAD TAB**
- Expungement paperwork
- Proof of residency
- DD214 (HONORABLE DISCHARGE)
- DNR Safety Card

**Weapon Exemption Information**
Please fill out to the best of your ability:
- Please enter all information requested
- Only one weapon is required.
- Weapon must be a regulated firearm.
HQL PERMIT EXEMPT

- Enter your wear & carry permit (HGP) number and expiration

- No fee
  (no fee is charged; however, the receipt page will still have the below language)
QUESTIONS

YOU MUST ANSWER ALL QUESTIONS

FINISH

- CLICK FINISH ON LEFT SIDE ONCE SAVED AND REVIEW YOUR INFORMATION
- CLICK CONTINUE AT THE BOTTOM
- CLICK PAY FEES AT BOTTOM AND YOU WILL BE REDIRECTED TO THE BILLING PAGE (THIS MAY TAKE A FEW MOMENTS PLEASE DO NOT REFRESH)
- ALL FEES ARE NON-REFUNDABLE
- ONCE SUBMITTED, YOU WILL RECEIVE A CONFIRMATION EMAIL

**It can take up to 30 Days to process your application upon successful submission**
Frequently Asked Questions

How do you verify the credentials of current or retired military personnel?
Please refer to the following webpage: http://www.cac.mil/uniformed-services-id-card/

Do I need an HQL to fire while at a gun range?
No. An HQL is only required to purchase, rent or transfer a firearm.

If you are at the gun range and rent a firearm you do not need an HQL?
If you rent a firearm with the intention of leaving the premises with the firearm, you would need an HQL. An HQL is not required to rent a firearm and remain on the premises.

How can I prove I legally own a regulated firearm and am therefore exempt from the training requirement?
When applying for your HQL you will be asked for the serial number of your legally owned handgun. Upon providing that serial number you will have met your obligation.

How does a new resident register a regulated firearm?
Please follow the instructions in this guide.
**Voluntary registration is completed on the 77R Firearms Purchase application in the Licensing Division's online portal. Please see the FRU firearm purchase 77R instructional presentation for more information**
How do I register to instruct the Firearms Safety Training Course?
Please follow the instructions in the HQL Instructors guide

How will a firearms dealer know that I have a Handgun Qualification License?
Once approved, The Maryland State Police will email your Handgun Qualification License to present to the dealer.

How do I apply for a Handgun Qualification License?
Please follow the instructions in this guide

How do I obtain a replacement if my Handgun Qualification License is lost or stolen?
To obtain an HQL “Replacement”, simply log into your account and print your license.
For questions, please send an email to the HQL Unit
msp.hql@maryland.gov