



MARYLAND STATE POLICE

Maryland Department of State Police / Licensing Division
1111 Reisterstown Road
Pikesville, Maryland
Office: (410) 653.4500 / Fax: (410) 653.4036

ADVISORY

LD-PLU-24-005

October 18, 2024

Professional Licensing Agency Registration in the Licensing Portal

On October 15, 2024, an email was sent from msp.lic_notifications@maryland.gov to all Security Guard Agencies, Private Detective Agencies, Dual Agencies and Security Systems Agencies. This email requires all agencies to take action to register their Agency in the Maryland Department of State Police (MDSP) Licensing Portal. This is not a scam or phishing email. If you have not done so already, please follow the instructions provided in the email to register your agency. Registration is required in order to submit electronic applications beginning on January 1, 2025.

ALL AGENCIES ARE REQUIRED TO NOTIFY MDSP LICENSING DIVISION OF ANY CHANGES IN REPRESENTATIVE MEMBER, EMAIL OR AGENCY ADDRESSES.

On January 1, 2025, the Maryland State Police Licensing Division will transition all Professional License applications from the current paper format to an all-electronic application submission and electronic fee collection process in the Licensing Portal. To ensure a seamless transition from paper to electronic submission for Professional Licenses, **all paper applications must be physically received at the Licensing Division by Friday, December 27th, 2024.** A mail drop is available at the Licensing Division (address above) for your convenience.

ALL PAPER APPLICATIONS RECEIVED AFTER FRIDAY, DECEMBER 27, 2024 WILL NOT BE ACCEPTED AND WILL BE RETURNED WITH INSTRUCTIONS ON HOW TO RESUBMIT ELECTRONICALLY WITHIN THE LICENSING PORTAL.

Effective January 1, 2025, all application fees will be collected electronically – No checks or money orders will be accepted for applications submitted in the Licensing Portal

Additional information and instructions will be disseminated in the near future. The most current information regarding this transition will be posted on the MDSPLD website at: [Maryland State Police Licensing Division](#)

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