MARYLAND STATE POLICE

WEAR AND CARRY PORTAL

USERS GUIDE

OCTOBER 2019
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THE LICENSING PORTAL – WEAR AND CARRY (HANDGUN) PERMIT

PURPOSE

The purpose of this section of the User’s Guide is to provide an overview of the Handgun Permit sections of the Licensing Portal to the residents of Maryland who may be considering applying for a Maryland handgun permit.

AUTHORITY

The Maryland Code Annotated, Public Safety Article §5–301, et seq. grants the Secretary of Maryland State Police the statutory authority to investigate and, if all criteria are satisfied, issue a Maryland wear and carry permit to an individual applying for said permit.

Public Safety Article §5–301 can be viewed by clicking the following link: http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=gps&section=5-301&ext=html&session=2020RS
ACCOUNT CREATION AND MANAGEMENT

INTRODUCTION

Before you can submit an 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: If you already have a Licensing Portal account associated with a regulated firearm portal account, you do not need to create a new account to apply for a wear and carry permit. Use your current login user name/email and password to login to your account. Account creation only needs to be performed once.

USER ACCOUNT

From the homepage of the Licensing Portal website (https://licensingportal.mdsp.maryland.gov), click “Create My Account“:
After clicking “Create My Account”, 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, click “REGISTER” to complete the registration process:

After you click “REGISTER”, the Registration Complete page will display and direct you to check your email for the Account Activation email:
Upon receiving the Account Activation email, click the “Activate My Account” link:

- Account Activation

- admin@MSPBridge.gov
  Today at 9:35 AM

Hello Katrice,
Welcome to the Maryland State Police Licensing Portal. Your new account has been created in our system, but requires activation before it can be used.
To activate your account, please click on the link provided below:
Activate My Account
If you believe you have received this email in error, please contact the Maryland State Police Licensing Division at [emailaddress@maryland.gov] or at 410.653.#### as soon as possible.
Thank you,
The Maryland State Police

Once you click on the “Activate My Account” link, your Licensing Portal account will be verified and ready to use:
CHANGING YOUR USERID OR PASSWORD

To change your password, you will first need to login to your portal 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 (be sure to adhere to the Password Requirements) and then Confirm the New Password. Once you’ve entered the requested items, click “Submit”: 
FORGOTTEN PASSWORD

If you forget your password, you will need to reset it from the Portal login screen. Go to the Licensing Portal HOME page (https://licensingportal.mdsp.maryland.gov) and click the “LOG IN”. On the lower part of the login screen, below the login fields, click “FORGOT PASSWORD”: 

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:

Forgot Password

Please enter the email address associated with your account below. An email will be sent with a link to reset your password.

Email
katrice.howard@maryland.gov

Submit
Back
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, click “SUBMIT”:

---

CHANGING YOUR EMAIL ADDRESS

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

Click “CHANGE USER ID/EMAIL” on the ACCOUNT tab:
The below pop-up will display prompting you to enter and confirm your new email address:

![Change User ID / Email](image)

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.
ACCOUNT LOG IN

From the Account Activated page (previous page) or from the Licensing Portal Home Page (below), click “LOG IN” to go to the Account Log In page:

On the Account Log In page, enter your User Name/Email (the email address you used to register), and the Password you used to create the account. Click “LOG IN”:
USER DASHBOARD

After successfully logging into the Licensing Portal, the first screen you will see is the User Dashboard (below). Applicants can start or resume 77R applications or Handgun Permit applications by selecting one of the large blue buttons in the center of the screen.

Below the start new/resume application buttons, there are four additional tabs available – “77R APPLICATIONS”, “HGP APPLICATIONS”, “MESSAGES” and “ACCOUNT”. You can tell which tab you’re currently viewing by noting which label is underlined. A numerical digit displayed to the right of a tab indicates that there are applications that need attention or that there are messages for you to review. In the below example, the 77R APPLICATIONS tab is being viewed, additionally there are three HGP applications that need attention and one message that needs to be reviewed:
77R APPLICATIONS TAB

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

The **Date Forwarded** column displays the date that the 77R application was received by the Licensing Division and therefore marks day one of the statutorily mandated seven-day waiting period.

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

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 to the right of the columns display addition options for the specific application throughout the application process:

<table>
<thead>
<tr>
<th>Application #</th>
<th>Date Forwarded</th>
<th>Status</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>20700000016</td>
<td>09/27/2019</td>
<td>UNDER REVIEW-MOISP</td>
<td></td>
</tr>
</tbody>
</table>
HGP APPLICATIONS TAB

The **Application #** column provides the unique application number assigned to a handgun permit application after it has been started by the applicant.

The **Status** column provides the current status of the specific application as it moves through the application process.

The **Accepted Date** column provides the date upon which a specific application has been accepted by the Licensing Division. A handgun permit application will not be accepted unless all required for submission documentation has been received and reviewed for accuracy and applicable application fees have been received.

The buttons to the right of the columns display additional options for the specific application throughout the application process.

In the below example, applications 19HGP000303 and 19HGP000305 are both in an UNSUBMITTED status. Both of these applications have been started, however, neither of them have been completed by the applicant and have yet to be submitted to the Licensing Division. Applicant 19HGP000279 is in an APPLICATION SHORTAGE status. This application was submitted to the Licensing Division, however, upon review of the application, it was discovered that one or more items required for submission were missing or incorrect:

<table>
<thead>
<tr>
<th>Application #</th>
<th>Status</th>
<th>Accepted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>19HGP000303</td>
<td>UNSUBMITTED</td>
<td></td>
</tr>
<tr>
<td>19HGP000305</td>
<td>UNSUBMITTED</td>
<td></td>
</tr>
<tr>
<td>19HGP000279</td>
<td>APPLICATION SHORTAGE</td>
<td></td>
</tr>
<tr>
<td>19HGP000303</td>
<td>UNSUBMITTED</td>
<td></td>
</tr>
</tbody>
</table>
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. The below example shows three messages for this user. To the right of the APPLICATION HAS SHORTAGES message for HGP Application 19HGP000279, you will see a VIEW EMAIL CONTENT link. Clicking this link will display the email message that was sent to the applicant.

Sent email content from the above example. Click “OK” to return to MESSAGES:
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 email address 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 and/or email address are given earlier in this document.
To start a new handgun permit application, from the user dashboard, click “START NEW HGP APPLICATION”:

**APPLICANT INFORMATION SECTION**

When applying for your first handgun permit in the Licensing Portal, you will be required to enter all of your demographic information on the **Applicant Information** page of the application. For any applications submitted after your initial one, your demographic information will be prepopulated. Please be sure to review this information and make any relevant changes that may have occurred since your previous application:
The Livescan PCN # will be located on the receipt that you received from your Livescan Fingerprint vendor. Once all required fields have been completed, click “NEXT” to move on to the Application Information section:

**APPLICATION INFORMATION SECTION**

In the Application Information section, the applicant will be required to select their handgun permit category or categories, any fee exemption qualifications and the type of application that they are submitting.

**Handgun Permit Category:** Select the permit category that best fits your request. Please note that multiple permit types may be selected, however, documentation to support each permit category will be required to complete the background investigation.

**Fee Exemption:** Select one of the two fee exemption boxes only if you qualify. Selecting a fee exemption when you do not qualify will cause your application to be delayed until the appropriate fee has been received. As per Maryland Public Safety Article 5-304 (d)(1)(2), a Maryland State, county, or municipal public safety employee who is required to carry, wear, or transport a handgun as a condition of governmental employment; OR a retired law enforcement officer of the State of Maryland or a county or municipal corporation of the State of Maryland is exempt from the application fee for a Maryland Handgun Permit.

**Application Types:** Select only one application type.

- **Original:** The initial filing for a wear and carry permit from an individual. An original permit expires on the last day of the holder's birth month, following two years after the date the permit is issued.

- **Renewal:** the filing for re-issue of an existing wear and carry permit that has not expired. A renewed permit expires on the last day of the holder's birth month, following three years after the date the permit is issued.

- **Subsequent:** the filing for a different wear and carry permit type, in addition to an already existing wear and carry permit. A subsequent permit expires on the last day of the holder's birth month, following two years after the date the permit is issued.
Replacement: a request made by a wear and carry permit holder to replace an existing wear and carry permit, due to loss or theft, in accordance with the Annotated Code of Maryland 29.03.02.10 and 29.03.02.11. The replacement permit will be issued with the same expiration date as the permit being replaced.

Modification: the filing for change or alteration of an already existing wear and carry permit in accordance with Annotated Code of Maryland 29.03.02.11. A modified permit is issued with the same expiration date as the previously issued permit.

Once all applicable and required fields have been completed, click “NEXT” to move on to the Questionnaire section:
QUESTIONNAIRE SECTION

Complete all three pages of the Questionnaire section honestly and truthfully. Any “Yes” answers will open additional space for a detailed explanation (see question 2 below). Question 15 (reason for a handgun permit) requires a specific answer explaining why the applicant feels they need a handgun permit. Question 15 establishes the applicant’s statutorily mandated “good and substantial” reason for requesting a handgun permit. Once all three pages of the Questionnaire section and any required explanations have been completed, click “NEXT” to move on to the Employment section:

![Questionnaire Section](image-url)
### Applicant Questionnaire

1. Are you currently on parole or probation or mandatory supervision?
   - Yes [ ]
   - No [x]

2. Have you ever been confined or committed, including voluntary commitment, to a mental institution or hospital for treatment of a mental disorder or disorders?
   - Yes [ ]
   - No [x]

3. Are you currently or have you ever been addicted to alcohol or are you currently being treated for alcoholism?
   - Yes [ ]
   - No [x]

4. Are you addicted to or have you ever been addicted to controlled dangerous substances?
   - Yes [ ]
   - No [x]

5. Are you currently being treated or have you ever been treated, for an addiction to controlled dangerous substances?
   - Yes [ ]
   - No [x]

---

### Applicant Questionnaire

Answer all of the following questions completely. Provide a detailed explanation for all “Yes” responses by including the date, circumstances, and/or charge if applicable. You must attach OFFICIAL court dispositions and any other documents necessary to fully answer question numbers 1 - 15 below to this application.

11. Have you ever been employed as a Police Officer? (Does not include being a Special Police Officer)
   - Yes [ ]
   - No [x]

12. Has your handgun permit, license, certification, or registration in Maryland or any other state or jurisdiction ever been denied, suspended, revoked, or terminated?
   - Yes [ ]
   - No [x]

13. Have you ever been a member of the United States Armed Forces? (If you answered yes, you will need to attach a copy of your DD-214 as part of the application process.)
   - Yes [ ]
   - No [x]

14. Are you an armored car guard?
   - Yes [ ]
   - No [x]

15. Reason for a Handgun Permit (Be Specific)

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EMPLOYMENT SECTION

Please indicate if you have been employed within the past five years, this includes self-employment. If you have not been employed in the past five years, select “No” and click “NEXT”:

If you selected “Yes”, indicating that you have been employed within the past five years, an Employment Details screen will appear. Click “+ ADD EMPLOYER” to add your current and/or previous employers:
Complete all required fields about your current/previous employment. If you are still employed with an employer, check the “Currently Employed” box. Once all information is complete, click “SAVE” to return to the previous screen.

If you must add additional employers, click “+ ADD EMPLOYER” and repeat the above process. You must add each employer that you have been employed with in the past five years. If no additional employers are required, click “NEXT” to move on to the Domestic Relationship section:
DOMESTIC RELATIONSHIP SECTION

Please list your closest domestic relationship such as your current spouse, significant other, or cohabitant or, if not applicable, list any former spouse within the past five years. Once all required information is completed, click “NEXT”. If none of the previous examples apply to you, check the “Not Applicable” box and click “NEXT”:

Domestic Relationship

List your closest domestic relationship such as current spouse, significant other, or cohabitant OR, if not applicable, any former spouse within the past 5 years.

- [ ] Not Applicable

<table>
<thead>
<tr>
<th>Spousal/Significant Other/Cohabitant Name *</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Nature of Relationship *</th>
<th>Length of Relationship *</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Residency Phone Number *</th>
<th>Work Phone Number *</th>
<th>Cellular Phone Number *</th>
</tr>
</thead>
</table>
APPLICATION REFERENCES SECTION

Please submit the names of at least three reputable citizens who have known you for more than two (2) years. References cannot be related to you in any way. Click “+ ADD REFERENCE” to display the Applicant Reference page:

Complete all of the required fields and click “SAVE”:
Repeat the above process until the required three references have been entered. Additional references may be submitted. Once all references have been entered, click “NEXT”:

**DOCUMENTS SECTION**

On the **Upload Documents** page, you will find two types of document requirements:

1. **Required for Submission Documents** – documents that are required at time of submission of your application. Failure to submit these documents will result in the application being rejected by the Licensing Division and returned to the applicant. The applicant will then be required to upload the missing documents and re-submit the application. These documents include the following:
   a. PASSPORT SIZE PHOTO
   b. CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION
   c. LIVE-SCAN FINGERPRINT RECEIPT

2. **Required for Investigation Documents** – documents that will be required in order to complete the handgun permit background investigation. By law, these documents are not required for the submission of a handgun permit application, however, failure to provide these documents at the time of submission will prolong the application process.

Document formats acceptable for uploading include the following:

- PDF
- JPG
- JPEG
- PNG
- DOC
- DOCX
File sizes are limited to a maximum size of 5MB. Additional instructions for uploading files is located in the following sections:

**Upload Documents**

Based on the selections made in the application process, these are the documents recommended to upload prior to submission. Please be aware that failure to attach the required documents before submission to MSP will delay the processing of your application.

You may upload any PDF, JPG, JPEG, PNG, DOC, or .DOCX file up to 5MB in size.

You must click the ‘ATTACH DOCUMENT’ button to upload/attach.

**Required for Submission Documents:**

The document(s) listed here are required for submission of your application.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Size Photo</td>
<td>Photographs must be 2&quot;x2&quot; head and shoulders. Passport type same &amp; white background, full face, no hat, no dark glasses.</td>
<td>N/A</td>
</tr>
<tr>
<td>Certificate of Handgun Training or Documentation of Exemption</td>
<td>Submit documentation of training exemption or a qualification score sheet based on a licensed by a qualified handgun instructor certified by the MD State Police. (16-hour handgun training course).</td>
<td>N/A</td>
</tr>
<tr>
<td>Fingerprint(s)</td>
<td>All ‘original’ and ‘subsequent’ applications require fingerprint submissions. Please attach a copy of your live-scan fingerprint receipt.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Required for Investigation Documents:**

The document(s) listed here are required for completion of the Handgun Permit background investigation. Please be aware that providing these documents at the time your application is submitted may reduce the time needed to process your application.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Trader's License or Business License</td>
<td>This is required if you are applying as an owner or employee of a business or for professional activities.</td>
<td>N/A</td>
</tr>
<tr>
<td>Proof of Business/Organization Employment</td>
<td>A letter from the applicant's employer stating the requirements of the employer is required. The letter must also state that the applicant carry a handgun while conducting business activities as an employee of a business. A recent W2, W-2 W-2 stub, or other official document is required.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
PASSPORT SIZE PHOTOGRAPH INSTRUCTIONS

Passport Size Photograph Requirements: Photographs must be 2 X 2 inches or a maximum of 600 pixels wide by 600 pixels high. Photographs shall be head and shoulder passport type with a white background, full face with no hats or dark glasses.

NOTE: For applicants wishing to convert their photographs directly from their iPhone or Android smartphones, there are various apps in the Apple App Store and Google Play Store for this purpose. It is recommended to search for “passport photo”. You can use the links below from your smartphone to access the respective app store:

   Apple App Store:  http://itunes.com/apps

Applicants may also use a personal computer (PC) to crop a photograph to the above size requirements. Applicants needing assistance editing a photograph may utilize the U.S. Department of State Photo Tool by following the instructions below:

1. Using either the Internet Explorer or Microsoft Edge web browser, access the U.S. Department of State’s official Passport Photo website at the link below:
   https://travel.state.gov/content/travel/en/passports/requirements/photos.html

2. Click on the link labeled “Photo Tool” under the “Already have a photo?” section on the right:
3. Once the Photo Tool loads, follow the instructions at the top of the screen to select, position and crop the photograph. If more detailed instructions are required, click the “Help” button on the left side of the screen:

4. Once you have completed the edits to your photograph, click “Save Photo”. Choose a filename and location to store your photograph on your computer. This will be the same location you will select when prompted to upload your photograph into the Handgun Permit Portal. The filename MUST end with “.jpg” to save correctly. In this example, the filename is “Passport Photo.jpg” and it is being saved in “Pictures” on a Windows 10 computer. Click “Save”: 
5. On the Documents page of the Handgun Permit Application, click the blue button marked “ATTACH DOCUMENT” next to “PASSPORT SIZE PHOTO” in the Required Documents List:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSPORT SIZE PHOTO</td>
<td>PHOTOGRAPHS MUST BE 2”X2” HEAD AND SHOULDERS PASSPORT SIZE WITH A WHITE BACKGROUND, FULL FACE NO MOVE NO DARK GLASSES.</td>
<td>N/A</td>
</tr>
<tr>
<td>CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION</td>
<td>SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET W/ 20-18 SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE (16-HOUR HANDGUN TRAINING COURSE)</td>
<td>N/A</td>
</tr>
<tr>
<td>FINGERPRINTS</td>
<td>ALL “ORIGINAL” AND “SUBSEQUENT” APPLICATIONS REQUIRE FBI AND CIS FINGERPRINT SUBMISSIONS, PLEASE ATTACH A COPY OF YOUR LIVE SCAN FINGERPRINT RECEIPT</td>
<td>N/A</td>
</tr>
</tbody>
</table>

6. Locate and select your photograph, then click “Open”. The photograph will upload to the Portal:

IMPORTANT: The Portal will only accept Passport Photos with a maximum resolution of 600x600 pixels. The U.S. Department of State cropping tool automatically saves images at the 600x600 pixel limit. Do not change your image file once it is saved from the photo tool.
CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION

In this section, please use the **Search Qualified Handgun Instructor** list to locate the qualified handgun instructor who provided your handgun training course instruction. If you qualify for a training exemption, please select the “**I am exempt from the training requirement**” box located below the **Search Qualified Handgun Instructor** box. Documentation of your training exemption will be required to be attached to the application:

**Required for Submission Documents:**

The document(s) listed here are required for submission of your application.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSPORT SIZE PHOTO</td>
<td>PHOTOGRAPHS MUST BE 2”x2” HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.</td>
<td>HGP PHOTO.JPG</td>
</tr>
<tr>
<td>CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION</td>
<td>SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MSP 29-14) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE (16-HOUR HANDGUN TRAINING COURSE)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Once you have selected your qualified handgun instructor, the “**ATTACH DOCUMENT**” button will appear:

**Required for Submission Documents:**

The document(s) listed here are required for submission of your application.

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<td>PHOTOGRAPHS MUST BE 2”x2” HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.</td>
<td>HGP PHOTO.JPG</td>
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<td>N/A</td>
</tr>
<tr>
<td>FINGERPRINTS</td>
<td>ALL &quot;ORIGINAL&quot; AND &quot;SUBSEQUENT&quot; APPLICATIONS REQUIRE FBI AND CJS FINGERPRINT SUBMISSIONS. PLEASE ATTACH A COPY OF YOUR LIVE-</td>
<td>N/A</td>
</tr>
</tbody>
</table>
See the following section for document attachment instructions.

**Required for Submission Documents:**
The document(s) listed here are required for submission of your application.

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<tr>
<th>Document Type</th>
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<tr>
<td>PASSPORT SIZE PHOTO</td>
<td>PHOTOS MUST BE 2”X2” HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.</td>
<td>HGP PHOTO.JPG</td>
</tr>
<tr>
<td>CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION</td>
<td>SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MD SP 29-1A) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. (16-HOUR HANDGUN TRAINING COURSE)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**ATTACHING DOCUMENTS**

From the **Upload Documents** section, identify the document type that you wish to attach and click “**ATTACH DOCUMENT**”. In this example we will attach the certificate of handgun training:

**Required for Submission Documents:**
The document(s) listed here are required for submission of your application.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSPORT SIZE PHOTO</td>
<td>PHOTOS MUST BE 2”X2” HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.</td>
<td>HGP PHOTO.JPG</td>
</tr>
<tr>
<td>CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION</td>
<td>SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MD SP 29-1A) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. (16-HOUR HANDGUN TRAINING COURSE)</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Locate your training certificate file on your computer, select the training certificate file and click “Open”:

The file (HGP TRNG CERT.jpg) has been successfully upload to the application:

**Required for Submission Documents:**

The document(s) listed here are required for submission of your application.
If an incorrect file was uploaded, click “REMOVE” and repeat the above process to attach the correct file:

Required for Submission Documents:
The document(s) listed here are required for submission of your application.

<table>
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<td>HGP TRNG CERT.jpg</td>
</tr>
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<td>HGP PHOTO.jpg</td>
</tr>
<tr>
<td>FINGERPRINTS</td>
<td>ALL &quot;ORIGINAL&quot; AND &quot;SUBSEQUENT&quot; APPLICATIONS REQUIRE FBI- AND OJS FINGERPRINT SUBMISSIONS. PLEASE ATTACH THE LEVEL 2 FINGERPRINTS.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Once all documents have been attached, click “NEXT” to move on to the Application Summary page:

Required for Investigation Documents:
The document(s) listed here are required for completion of the Handgun Permit background investigation. Please be aware that providing these documents at the time your application is submitted may reduce the time needed to process your application.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERIFICATION OF EMPLOYMENT</td>
<td>SUBMIT DOCUMENTATION OF YOUR TENURE IN AN ASSUMED RISK POSITION. THIS SHOULD INCLUDE A LETTER FROM YOUR EMPLOYER DOCUMENTING YOU ARE EITHER ACTIVE, RETIRED OR HAVE RESIGNED IN GOOD STANDING, OR OTHER DOCUMENTATION VERIFYING YOUR TENURE IN AN ASSUMED RISK POSITION.</td>
<td>HGP VERI OF EMP.jpg</td>
</tr>
</tbody>
</table>
APPLICATION SUMMARY

The Application Summary page displays a snapshot of all of the sections of the application and if they have been completed or not. Any required information or documents that are missing will be displayed with a “INCOMPLETE” message noted in red. In the below example you can see that all three of the REFERENCES have not been completed. Clicking on the red “INCOMPLETE” button will take you directly to that section of the application:

Application Summary
To submit your application, you must provide the missing or incomplete required information in the areas listed below.
Once all requirements for the incomplete section of the application have been completed, you can click “GO TO SUMMARY” to return to the Application Summary page:

Application References
Pursuant of the provisions of Maryland Law, submit the names of at least 3 reputable citizens who have known you, the applicant, for more than two (2) years, and are not related in any way to you, the applicant.
Now that all application requirements have been met, the **Application Summary** now displays “**COMPLETE**” for all sections. Click “**NEXT**” to move on to the **Authorization of Release of Information** and **Signature** page:

![Application Summary](image)

**Application Summary**

- **APPLICANT INFORMATION**: COMPLETE
- **APPLICATION INFORMATION**: COMPLETE
- **QUESTIONNAIRE**: COMPLETE
- **EMPLOYMENT INFORMATION**: COMPLETE
- **DOMESTIC RELATIONSHIP**: COMPLETE
- **REFERENCES**: COMPLETE
- **DOCUMENTS**: COMPLETE
AUTHORIZATION OF RELEASE OF INFORMATION

Please review the Authorization of Release of Information and click on the box to affirm your consent. At the bottom of the page enter your First Name and Last Name exactly as it was entered on the Applicant Information page:

Acknowledgment

I, DONALD PICKLE, do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of State Police, whether the said records are public or private, and including those which may be deemed to be of a privileged or confidential nature concerning this applicant. The intention of this authorization is to provide information, which will be utilized, for investigative resources material for the purpose of processing this application.

I, DONALD PICKLE, authorize the full and complete disclosure of the records of educational institutions, financial or credit institutions, and the records of commercial or retail mercantile establishments and retail credit agencies; medical and psychiatric consultation and/or treatment, including those hospitals, clinics, private practitioners, the U.S. Veterans’ Administration, and all military and psychiatric facilities; public utility companies; employment and pre-employment records including background investigations reports, the results of polygraph examinations, efficiency ratings, complaints or grievances filed by or against me; of complaints of a civil nature made by or against me, for the internal purposes of the Licensing Division, Department of the State Police.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

I agree to indemnify and hold harmless the person to whom this request is presented, his agents and/or employees, the Secretary and the Department of the State Police and the State of Maryland, from and against all claims, damages, losses and expenses, including reasonable attorneys’ fees arising out of or by reason of complying with this request.

☐ I, DONALD PICKLE, agree to the Authorization of Release of Information.

I do hereby declare and affirm under penalties of perjury that the contents of this application are true and correct to the best of my knowledge, information and belief and I so indicate by signing below in the designated space. I agree to supply any additional information requested. FALSE INFORMATION WILL BE SUFFICIENT GROUNDS FOR DENIAL OF THE APPLICATION AND/OR CRIMINAL PROSECUTION.

Warning: Any person who willingly makes false statements on this application is guilty of a misdemeanor.

First Name * Last Name *

Pay by Mail

SUBMIT TO MARYLAND STATE POLICE AND PAY BY MAIL.

Upon submission of your application, you will receive an email with instructions on how to submit your application payment. Please note, your application will not be processed until the full application payment is received by the Maryland State Police Licensing Division.

* Please note, payment by mail will delay the processing of your application until the full payment is received by Licensing Division.
Once you have consented to the Authorization of Release of Information and signed the application, red acknowledgment and date stamps will appear and the “SUBMIT TO MARYLAND STATE POLICE AND PAY BY MAIL” button will become active. Click “SUBMIT TO MARYLAND STATE POLICE AND PAY BY MAIL” to submit the application:

I, DONALD PICKLE, agree to the Authorization of Release of Information.

Authorization of Release of Information signed on: 09/28/2019

I do hereby declare and affirm under penalties of perjury that the contents of this application are true and correct to the best of my knowledge, information and belief and I so indicate by signing below in the designated space. I agree to supply any additional information requested. FALSE INFORMATION WILL BE SUFFICIENT GROUNDS FOR DENIAL OF THE APPLICATION AND/OR CRIMINAL PROSECUTION.

Warning: Any person who willingly makes false statements on this application is guilty of a misdemeanor.

First Name *
donald

Last Name *
pickle

Application signed on: 09/28/2019 11:55 PM

Pay by Mail

SUBMIT TO MARYLAND STATE POLICE AND PAY BY MAIL

Upon submission of your application, you will receive an email with instructions on how to submit your application payment. Please note, your application will not be processed until the full application payment is received by the Maryland State Police Licensing Division.

* Please note, payment by mail will delay the processing of your application until the full payment is received by Licensing Division.

BACK

You will then be returned to the User Dashboard and the application status will be listed as “SUBMITTED” or “SUBMITTED (PENDING PAYMENT)” if applicable:
PAYMENT BY MAIL

Once you have submitted your application, you will need to submit payment by mail if applicable. The below email will be sent upon submission of an application. It is recommended that you print a copy of the email and attach your payment to it prior to submitting it to the Maryland State Police by mail or hand delivery:

From: <admin_HGP_ST@mspbridge.gov>
Date: Sun, Sep 29, 2019, 12:03 AM
Subject: MD HGP - Your Maryland Handgun Permit Application Has Been Submitted Without Payment
To: Verification <dpicklejr@gmail.com>

Dear DONALD,

Your Handgun Permit (HGP) application has been submitted without payment to the Maryland State Police via the Licensing Portal.
Your application number is: 19HGP000305.

PLEASE NOTE THAT YOU HAVE 14 DAYS TO SUBMIT COMPLETE PAYMENT.

Please note that Licensing Division cannot begin processing your application until the application fee has been paid. Once payment has been received and credited to your application, your application will be reviewed by the Handgun Permit Section for completeness of all required information. If your application is missing any of the required information or documentation, your application will be returned to you via the Licensing Portal for correction/addition of the items noted. When the application is complete, including receipt of the application fee, you will receive an email notification stating that your application status has changed to "Application Accepted" and that processing of it has begun.

PLEASE PRINT THIS EMAIL AND INCLUDE IT WITH YOUR PAYMENT.

Payment may be submitted via personal/business check, money order or cashier's check, mailed to:

Maryland State Police, Licensing Division, Handgun Permit Unit
1111 Reisterstown Road
Pikesville, MD 21208

THE CHECK MUST HAVE THE FIRST AND LAST NAME OF THE APPLICANT AND THE APPLICATION NUMBER WRITTEN ON IT. IF WE CANNOT DETERMINE TO WHICH APPLICATION THE PAYMENT IS TO BE APPLIED, YOUR APPLICATION CANNOT MOVE FORWARD FOR REVIEW.

You will receive application status updates via email as your application progresses. It is not necessary to contact the Handgun Permit Section for an update.
SHORTAGE

If an application is submitted without all of the required documentation, it may be placed into a Shortage status and returned to the applicant with instructions as to what is missing or what additional information is required. In the below example, the application was shorted for more information about a domestic relationship and references. By clicking on the red “INCOMPLETE” button, you will be taken to the section of the application that requires corrections or additional information:
Once all of the shorted information has been corrected, the Application Summary will indicate that all sections are COMPLETE. Click next to move to the Authorization of Release of Information and Signature page. See the previous section for further information for completing the Authorization of Release of Information and Signature page and submitting the application to the Maryland State Police.