

## WHERE TO MAIL APPLICATIONS

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

Attn: Handgun Permit Unit

**Applications should be mailed to the Division. Personal visits are not encouraged and will not decrease the amount of time it takes an application to be processed.**

## WHO MAY APPLY

The Secretary of State Police shall, pursuant to Annotated Code of Maryland, Public Safety Code Ann. §5-306, Qualifications for Permit, issue a permit to a person who the Secretary finds:

1. Is an adult (18 years of age or older);
2. has not been convicted of a felony or of a misdemeanor for which a sentence of imprisonment for more than one (1) year has been imposed;
3. has not been convicted of crime involving the possession, use, or distribution of a controlled dangerous substance;
4. is not presently an alcoholic, addict, or habitual user of a controlled dangerous substance unless the habitual use of the controlled dangerous substance is under legitimate medical direction; and
5. based on an investigation; has not exhibited a propensity for violence or instability that may reasonably render the person's possession of a handgun a danger to the person or to another; and has a **good and substantial reason** to wear, carry, or transport a handgun, such as a finding that the permit is necessary as a reasonable precaution against apprehended danger.

The Annotated Code of Maryland, Public Safety Code Ann. §5-301, Handgun Permits, and applicable case law, guides the Maryland State Police when processing applications and issuing Handgun Permits. Based on the guidance provided, Handgun Permits may be issued to applicants based on the below circumstances.

1. **Owner or employee of a business.** You must submit the following documentation to support a request based on business ownership/authorized employee:
  - a. submit photocopies of the Trader's License or Business License, and
  - b. submit the identified items if the purpose of the Handgun Permit is for:
    - (i) **Making Financial Deposits:** photocopies of six (6) random deposit slips for the business showing the deposits within a year of the application submission date or a letter from the bank attesting that your business has a monetary flow.
    - (ii) **Cash Flow:** photocopies of ten (10) receipts showing purchases for supplies and/or payments received for services.
    - (iii) **Requesting a permit for one of your employees, or if your employee and you have permission from your employer to obtain a permit:** a letter from your employer on the business stationary, explaining, in detail, why you need to carry a firearm as part of your duties.
2. **Professional Activities:** Doctors, Pharmacists, etc., must show evidence of legitimacy of business activity and valid certification or license applicable to your activities.
3. **Correctional Officers:** Must submit verification of employment and documentation of threats and/or assaults (ie., police reports, facility incident reports, and intelligence reports).
4. **Former Police Officers:** If you have resigned or have retired, you must provide a photocopy of your retired I.D. card (front and back) and produce a letter from your former agency advising that you resigned/retired in good standing, your official resignation/retirement date and how many years of service.
5. **Private Detective/Security Guard/Special Police/Armored Car Guards:** All applicants who are employed as Private Detectives, Security Guards, Special Police Officers and Armored Car Guards must submit a certification of

qualification with a handgun obtained from a Maryland State Police Certified Handgun Instructor on a State Police form. A copy of the form letter supporting "good and substantial reasons," ownership of weapon, and location where the weapon will be maintained, is also required. (This form can be obtained from your employer).

**6. Personal Protection:** There must be documented evidence of recent threats, robberies, and/or assaults, supported by official police reports or notarized statements from witnesses.

## HOW TO APPLY

Utilizing the form(s) provided below for initial and renewals, answer all questions accurately, completely and honestly by typing or clearly printing responses in ink. Attach all documentation required and clarifications you feel may assist investigators in processing your application. Too much is better than too little. The application, and at times, related documents, must be signed and notarized.

**MAIL THE APPLICATION PACKET TO THE LICENSING DIVISION AT THE ADDRESS PROVIDED ABOVE. ALLOW 90 BUSINESS DAYS FOR THE COMPLETION OF THE APPLICATION PROCESS.**

If the Licensing Division does not receive the renewal application, satisfactorily completed, by the expiration date, the applicant must begin as a new applicant and complete all requirements necessary for an initial application.

The renewal process is the responsibility of the applicant and should be started no less than 90 business days from expiration of the handgun permit. Timely renewal is the responsibility of the permit holder. **The Licensing Division does not send out renewal reminders.**

Remember the fingerprint cards/electronic fingerprint transmission and two (2) color passport type photographs depicting the applicant from the shoulders up must be submitted with the application. The photographs must be no larger than 2 inches by 2 inches. The applicant should not be wearing a hat or sunglasses in the photograph.

## COST TO APPLY

### Initial – Total \$112.25

An application fee of \$75.00 is required for each initial application. A separate fee of \$37.25 is required to cover the cost of processing fingerprint cards. The fees are non-refundable. If electronic fingerprints are obtained/submitted for the application, the fingerprint fee is paid directly to the private provider taking the electronic fingerprints. **DO NOT SUBMIT PAYMENT TO THE STATE POLICE FOR FINGERPRINTS IF THEY HAVE BEEN TAKEN AND SUBMITTED BY WAY OF AN AUTHORIZED PRIVATE PROVIDER OR THE MARYLAND MOTOR VEHICLE ADMINISTRATION.**

Fees must be paid by check or money order made payable to the Maryland State Police. Checks must be drawn on active accounts with sufficient funds. If the check is returned for insufficient funds or due to a closed account, the applicant will be required to pay for future requests of the Licensing Division by cashier's check or money order.

### Renewal – Total \$69.25

An application fee of \$50.00 is required for each renewal application. A separate fee of \$19.25 is required to cover the cost of processing the fingerprint card. The fees are non-refundable. If electronic fingerprints are obtained / submitted for the application, the fingerprint fee is paid directly to the private provider taking the electronic fingerprints. **DO NOT SUBMIT PAYMENT TO THE STATE POLICE FOR FINGERPRINTS IF THEY HAVE BEEN TAKEN AND SUBMITTED BY WAY OF AN AUTHORIZED PRIVATE PROVIDER OR THE MARYLAND MOTOR VEHICLE ADMINISTRATION.**

Fees must be paid by check or money order made payable to the Maryland State Police. Checks must be drawn on active accounts with sufficient funds. If the check is returned for insufficient funds or due to a closed account, the applicant will be required to pay for future requests of the Licensing Division by cashier's check or money order.

### Retired and Active Sworn State, County or municipal Law Enforcement Officers – Total \$19.25

An application fee is not required for an initial or renewal application if the submitter is or was a sworn member of a State, County or Municipal law enforcement agency (§5-304.d.2). A separate fee of \$19.25 is required to cover the cost of processing the FBI fingerprint card. The fees are non-refundable. If electronic fingerprints are obtained / submitted for the application, the fingerprint fee is paid directly to the entity taking the electronic fingerprints. **DO NOT SUBMIT PAYMENT TO THE STATE POLICE FOR FINGERPRINTS IF THEY HAVE BEEN TAKEN AND SUBMITTED BY A WAY OF AN AUTHORIZED PRIVATE PROVIDER OR THE MARYLAND MOTOR VEHICLE ADMINISTRATION.**

Fees must be paid by check or money order made payable to the Maryland State Police. Checks must be drawn on active accounts with sufficient funds. If the check is returned for insufficient funds or due to a closed account, the applicant will be required to pay for future requests of the Licensing Division by cashier's check or money order.

### **Duplicate/Modification – Total \$10.00**

A fee of \$10.00 is required for each request for a duplicate permit or a for each request to modify a permit.

Fees must be paid by check or money order made payable to the Maryland State Police. Checks must be drawn on active accounts with sufficient funds. If the check is returned for insufficient funds or due to a closed account, the applicant will be required to pay for future requests of the Licensing Division by cashier's check or money order.

**YOUR APPLICATION MUST BE ACCEPTED BY THE MARYLAND STATE POLICE WITHIN 30 DAYS OF YOUR FINGERPRINTS BEING OBTAINED BY WAY OF A LIVELSCAN OR SIMILAR APPROVED ELECTRONIC FINGERPRINT COLLECTION SYSTEM. FINGERPRINTS REMAIN USABLE FOR 30 DAYS AFTER COLLECTION.**

### **APPLICATION PROCESSING**

Upon receipt of the application, the proper fee, and all required documents and information, a review of the application packet will begin. Those applications determined to be incomplete, inaccurate and/or with purposeful omissions will be returned to the sender/company. The fee is non-refundable and a criminal investigation of the applicant and/or submitter may be initiated. Returned applications are not considered received by the Licensing Division until they are returned satisfactorily completed with the necessary attachments and fees.

A background investigation to include, but not limited to, a fingerprint generated criminal history will be initiated on those applications accurately submitted in their entirety. The date the background is initiated depends on the accuracy, truthfulness, and completeness of the submission. The Maryland State Police will investigate the character, reputation, and qualifications of each applicant and shall:

1. Include an investigation of the applicant's criminal record, including record checks of local police departments and the Federal Bureau of Investigation.

References will be contacted. It is important to supply references that know you and those that will speak to investigators on your behalf. Difficulty locating references will further delay the application process.

In making a determination as to whether a permit will be issued to the applicant, the following areas will be a part of every investigation and will be considered in determining whether a permit will be issued:

1. Verification of the information supplied by the applicant in the application and associated documents;
2. Occupation or profession of the applicant;
3. Geographical area of residence and employment of the applicant;
4. Criminal record of applicant, including any juvenile record for an applicant younger than 30 years old, as specifically outlined in Public Safety Article §5-306, Annotated Code of Maryland;
5. Medical history of applicant as it may pertain to the applicant's fitness to wear, carry, or transport a handgun;
6. Psychiatric or psychological background of applicant as it may pertain to the applicant's fitness to wear, carry, or transport a handgun;
7. Reasons given by the applicant as to whether those reasons are good and substantial;
8. Age of applicant;
9. Applicant's use of intoxicating beverages and drugs;
10. Information received from personal references and other persons interviewed;
11. Information received from business or employment references as may be necessary in the discretion of the investigator;
12. Whether the applicant has any alternate available to him/her for protection other than the handgun permit;
13. Whether the applicant falls within those classes of individuals who do not need permits as outlined in the

## Handgun Permit Law;

14. The applicant's propensity for violence or instability which could reasonably render his/her wearing, carrying, or transporting of a handgun a danger to himself or other persons he/she may come in contact with;

15. Whether the permit is necessary as a reasonable precaution for the applicant against apprehended danger.

It is essential that sufficient supporting information be provided to assist the Department of State Police in the processing of Handgun Permit applications. Delays occur when submissions are absent supporting documents, references cannot be located or refuse to respond to questions, or false, inaccurate, or incomplete information is supplied on the application.

The Secretary may limit the geographic area, circumstances, or times of the day, week, month, or year in which the permit is effective.

It is important that the fee not be paid from closed accounts or those with insufficient funds. This will stop the application process and could result in criminal prosecution or forwarding to a collection agency.

**Please allow 90 business days for processing of new and renewal applications.** Do not call the Maryland State Police regarding the status of your application unless you have not received notification within this timeframe.

### **PERIOD OF PERMIT/RENEWAL REQUIREMENTS**

The initial Handgun Permit expires on the last day of the holder's birth month following two (2) years after the date the permit is issued. Permits that have been modified or are a duplicate expire on the date provided on the initial permit.

A Handgun Permit may be renewed for successive periods of three (3) years each if, at the time of an application for renewal, the applicant possesses the qualifications for the issuance of a permit and pays the renewal fee as established in the subtitle.

The renewal process is the responsibility of the applicant and should be started no less than 90 business days from expiration of the permit. Timely renewal is the responsibility of the permit holder. The Licensing Division does not send out renewal reminders. The expiration date is on the face of the permit. **Applications must contain current documentation as was required with the original application.** You must also submit:

1. Completed application having pages 7 and 13 **notarized.**
2. Two (2) 2 inch by 2 inch passport size color photographs; taken within the last 30 days
3. One (1) blue and white FBI applicant fingerprint card which can be obtained at any MSP barrack OR FBI fingerprint submission electronically collected and submitted by way of live scan technology.
4. Required fees. See fees on page 2 of the application.

### **DUPLICATE REQUESTS**

If you have lost your Handgun Permit or your Handgun Permit was stolen, you must provide the following to request a duplicate:

1. A notarized letter advising when your permit was lost/stolen, how it was lost/stolen, and where you think it was lost/stolen.
2. \$10.00 fee; payable by personal/business check or money order; payable to Maryland State Police.
3. One (1) 2 inch by 2 inch passport size color photograph, taken within the last 30 days.
4. Letter from your current employer if employed by a Security Guard Agency, Private Detective Agency, Special Police employer, or Armored Car Company verifying continued employment along with notarized document.

### **CHANGE OF ADDRESS**

It is the permit holder's responsibility to notify the Licensing Division of address changes, in writing, within 30 days of any change. You must mail this change to the same address as you would mail an application; see page 1 for address.

### **STATUS REQUESTS ON SECURITY GUARDS/PRIVATE DETECTIVES/SPECIAL POLICE OFFICER/ARMORED CAR GUARDS**

You must request the status of your permit through the company you are employed by and for which you are seeking a handgun permit for. If the Handgun Permit has not been received within 90 business days, the company for which you

are employed may request the status of the Handgun Permit on your behalf, via fax. The response to the status request will only be faxed to the company. You cannot, as an applicant, call the Licensing Division to request the status. All companies are aware of this policy, and there will be no exceptions.

### **CHECK LIST – FOLLOW ALONG AND YOU WON'T GO WRONG**

1. Licensing Division – General Application – Completely, accurately, legibly, and truthfully completed in ink or by typing. **MUST BE NOTARIZED**
2. Fingerprint cards (FBI and State) or receipt from an approved electronic fingerprint provider attached to the Licensing Division General Application.
3. Two 2 X 2 inch passport type photographs of the applicant from the shoulders up. The photos should be in color, and the applicant should not be wearing a hat or sunglasses.
5. Authorization for Release of Information form. **MUST BE NOTARIZED**
6. Reachable references willing to speak on the applicant's behalf. Difficulty locating references will further delay the application process.
7. Details in response to a "yes" response of the application. This information must be complete and accurate as a background investigation will be completed. Use additional sheets, if necessary.
8. Any documentation to respond to issues concerning drug or alcohol abuse and/or addiction from the health care provider as to treatment and prognosis.
9. Any documentation to respond to occurrences by the applicant where he/she was institutionalized (voluntarily/involuntarily) for any psychological evaluation or treatment to include documentation from the health care provider as to treatment and prognosis.
10. If not a United States Citizen, provide one of the following documents; Permanent Resident Card, Employment Authorization Card, Birth Certificate (born abroad) and form I-94. If you are a Naturalized Citizen; provide one of the following; copy of your Naturalization Papers; a valid U.S. Passport.

**ATTENTION: SUBMISSION OF THIS APPLICATION DOES NOT PERMIT YOU TO WEAR, CARRY OR TRANSPORT A HANDGUN. BEFORE YOU MAY CARRY A HANDGUN, YOU MUST POSSESS A VALID HANDGUN PERMIT AND KEEP IT ON YOUR PERSON WHILE CARRYING A HANDGUN.**

### **STATUTE**

The Annotated Code of Maryland, Md. Public Safety Code Ann. 5-301, Handgun Permits.

The complete Maryland Code can be accessed by [clicking here](#). This valuable resource allows interested parties to view the applicable laws pertaining to licenses, certifications and commissions sought. All applicants should familiarize themselves with the statutes associated with the product sought.