

19. What is your present position and job title?
20. How long have you been employed in your present position, or how long have you been in business?
21. What are your business hours and days of operation?
22. Are there off street parking facilities at your location?
23. What are the lighting conditions at your business location?
24. Type of surroundings at business location, or the surroundings in area you must travel.
25. What police district/department patrols where you live, work, bank?
26. Do you respond to emergency calls and alarms? If so, what companies supply the service and who notifies you?
27. Percentage of business dealings in cash. (Supported by deposit slips, etc.)
28. How often and what time of day do you make bank deposits?
29. Method used to carry funds (briefcase, bag, pocket, etc.)?
30. What transportation do you use to make deposits (walk, car, etc.)?
31. What bank do you utilize? (include address)
32. What is the travel distance to the bank?
33. Does anyone accompany you to the bank?
34. Are you a uniformed or plain clothes guard?
35. Type of guard work; security, bodyguard, property, crowds, etc.
36. If Correctional Officer, supply a copy of penal and/or police reports supporting threats, assaults, and/or letter of knowledge of threats, assaults from a member of the administration.
37. Physician Carrying Drugs - What geographical area is visited, and how often?
38. Have you ever been robbed, threatened or assaulted? If so, supply report numbers, which police department handled the complaint, etc.
39. Have you received any training in the use of firearms, or the type of firearm you plan to carry and who owns the firearm?
40. Where will the firearm be secured when you are not wearing it?
41. Do you drink alcoholic beverages? (If yes, explain in detail)
42. Do you take any prescribed medication? (If yes, explain in detail)
43. Do you or have you utilized any CDS? (If yes, explain in detail)
44. Has applicant ever served in the military? (If yes, give branch and dates)
45. Is there anything else you wish to tell this investigator that would reflect on your obtaining a permit?

MARYLAND STATE POLICE
HANDGUN PERMIT SECTION
HANDGUN PERMIT INVESTIGATION REPORT GUIDE

I. PURPOSE OF THE REPORT:

The Investigative Report, MSP Form #96 will be utilized to record and report the investigation of applicants who apply for a permit to carry or transport a handgun. The investigation will be conducted in a thorough manner, similar to a criminal investigation report. The investigation will include, but should not be limited to detailed information regarding an applicant's criminal record, motor vehicle driving record, past employment, and verification of present employment. Particular attention should be given to the applicant's propensity for violence and/or instability, and related domestic situation, (married, single, divorced, common-law spouse). In-depth investigation should be conducted regarding the issuance or any past or present ex-parte orders, civil protective orders, or criminal assault charges relating to domestic violence.

II. PREPARATION:

The Handgun Permit Section will insure that each investigator receives a copy of the Handgun Permit Application, Form #29-70, along with any documentation submitted by the applicant supporting his or her request to be armed.

When the investigating Trooper contacts the handgun permit applicant, all information provided by the applicant should be carefully examined and reviewed. The investigating Trooper **should verify and review all information with the applicant, and discuss any discrepancies and the reasons for same.** (Example; the applicant states that he or she was never arrested, however criminal record checks reveal differently). The handgun permit investigation should be conducted in person. If the investigator is unable to conduct a personal interview with the applicant, an explanation should be written within the narrative/remarks section. All attempts to contact the applicant are to be noted in the investigative report. At this point the investigation should be forwarded to the investigative supervisor at the barrack, for review and subsequent return to the Handgun Permit Section.

If the applicant has been arrested and charged with criminal violations, and no dispositions can be obtained through routine computer record checks, it will be the applicant's responsibility to obtain and provide this information. The applicant should be advised to obtain "True Test Copies" of the related criminal charges. These copies may be obtained by the applicant through the court system in the county or city where the applicant was arrested.

REMEMBER: The applicant has agreed to submit any additional information needed in order to process the handgun permit application. This was agreed to when the applicant affixed his signature to the application (under notarization). Refusal to submit any needed additional information may result in the application being disapproved.

III. INSTRUCTIONS FOR COMPLETION OF REPORT: MSP FORM #96

1. Applicant's Name: Last name, First name, Middle name or MIO/NMN. If the applicant has received a legal name change, obtain proof of same.
 - Race: African American - AA, Asian - A, White - W Hispanic - H American Indian - I, etc, refer to application instructions.
 - Height: Use feet and inches, (example; 5' 09")
 - Weight: Use Number - (example; 150 lbs.)
 - Date of Birth: Use numbers, (example; 04/22/55), verify and check this information against driver's license, criminal records, and computer checks.
 - Social Security Number: self explanatory, verify listed number. Submission of this number is optional on the part of the applicant.
2. Applicant's Address: Self explanatory
3. Name and Residence Confirmation Comments: Confirm through investigation that applicant resides at listed residence. Verify with driver's license. Attach photo-copy of driver's license. Phone Number: Self explanatory, include area code.
4. Occupation: Enter the occupation which is relevant to the handgun permit application.
5. Enter the full name of the business that applicant is employed by that requires the issuance of the gun permit.
6. Employment Confirmation Comments: Should be aimed at establishing whether the applicant has a legitimate reason to be armed. It must be determined that the applicant is actually employed by the listed employer. Written verification should be obtained from the applicant that he/she is either self employed, (business license, income tax filings), or employed by a separate company, (authorization letter from security guard/private detective agency/individual business firm).
7. Investigator's Record Check: Conducted by the investigating Trooper. Should be inclusive of criminal as well as traffic. An X should be placed next to the appropriate space.
8. Spouse/Domestic Partner Contacted: This part of the investigation is of **extreme importance**. If the applicant is married, contact should be made with the spouse. If the applicant is divorced, reasonable attempts should be made to contact the ex-spouse. If the applicant is single, it should be determined if any children are involved. Contact the mother/father of the children. Contact the Department of Social Services, in cases where either parent may have been investigated for child abuse. The investigator's primary goal is to determine the existence of **any type** of physical or psychological abuse.
9. Have you ever been served with a Criminal Summons or Ex-Parte Order? (If yes, explain). Determine if the applicant is currently the subject of an ex-parte or civil protective order. Remember, many applicants feel that if they were served with a criminal summons, this does not constitute criminal action, therefore they may feel it does not have to be reported.

10. Have you ever been accused of assaulting anyone? (If yes, explain even if there was no police response or action taken). Checks should be made with local police departments.
11. Have you ever had a handgun permit in another State? (If yes, when, where, and for what reason). Explain, provide specific dates.
12. Are you familiar with the laws governing wearing and transporting of handguns? Applicant can supply hunter/safety course information, military training etc.
13. Have you lived in any other States? (If yes, which States and how long?) Check with the other state(s) in which the applicant has resided in. Checks should include criminal as well as traffic histories.
14. Please explain in detail, when, where, why, etc. you need to carry a handgun. Applicant should be specific.

IV. ADDITIONAL REMARKS:

This is the narrative section of the investigation. This area is to be written in similar fashion to a criminal investigation report. The two main goals of the field investigating Trooper are: 1) Determine if the applicant has a good and substantial reason to carry a handgun, 2) Report any information indicating the applicant would be a danger to himself or the public in general if granted a handgun permit. This narrative will further explain questions (1) through (45). This section of the report is not restrictive. Any information, positive or negative, may be addressed in this section of the investigation. **However, the investigating Trooper should not provide personal opinions in this section. Determined and developed facts should be reported. Final conclusions should not be made. The decision to approve or disapprove the application will be made by the uniformed personnel assigned to the Handgun Permit Section.**

15. through 17. Self explanatory/Complete as applicable
18. Barrack or Division or Cooperating Agency: The investigating Trooper's assignment. On some occasions, investigations are conducted by allied agencies. The allied agency's name and investigating officer will complete this section.
19. through 40. Self explanatory/Complete as applicable
41. Do you drink alcoholic beverages? (If yes, explain in detail). Try to determine how much alcohol is consumed?
42. Do you take any prescription medication? (If yes, explain in detail) Determine what medications the applicant is taking, what amounts, and how many times a day. Determine what the prescribed medication is taken for, (high blood pressure, depression, anxiety etc.).

43. Do you or have you utilized any CDS? (If yes, explain in detail) Be specific. Ask the applicant for specifics and details. Determine what type of CDS was used, on how many occasions, and when the most recent use was. A conviction of CDS possession, to include marijuana, will result in permit disapproval.
44. Has the applicant ever served in the military? (If yes, give branch and dates) Applicant must provide copy of discharge papers -- DD-214. A dishonorable discharge from military service will disqualify the applicant, as this is a Federal Prohibition.
45. Self explanatory.

V. PARTICULAR PROBLEMS OR SITUATIONS:

In the event of any problem or questions, the investigating Trooper may contact the Handgun Permit Section for assistance. Examples of particular situations that present themselves are listed below:

A. Police Officers/Federal Officers - Routinely handled by the Handgun Permit Section personnel.

1. If the applicant is an active police officer, former police officer, or is retiring, a check with the Internal Affairs Unit of the Department from which the officer is employed with/or retiring. Determine if there are any open or past IAU cases. Pay particular attention to cases dealing with criminal activities, brutality, or excessive force.

2. **A standard retirement/employment letter provided by the Handgun Permit Section must be completed and signed by the applicant's commander. A copy is attached for review.**

B. Correctional Officers, or Deputy Sheriffs - Routinely handled by the Handgun Permit Section personnel. Follow the guidelines as enumerated for Police Officers/Federal Officers.

NOTE: If a field investigating Trooper receives a handgun permit investigation for one of the above listed personnel, and a thorough investigation is requested by the Handgun Permit Section, the investigation should be conducted completely as enumerated in Sections I through IV. It must be determined why the officer applying for a handgun permit left his respective department, (Example - good standing retirement, good standing resignation, or terminated for disciplinary action etc.).

C. Judges/States Attorney's

1. Must submit written proof of their profession. Photo-copies of court identification, appointment papers, etc., or letter from the chief judge, attesting to employment.

D. Security Guards/Private Detectives/Special Police

1. All security guards, private detectives, and special police officers must submit a MSP form 29-19, (company job description letter), which indicates the name of the employing company, weapon ownership, and assigned duties of the applicant. A firearms qualification score sheet must also be submitted, indicating a minimum firearms score of at least 70% on a practical police course of fire. Firearms instructors must be certified through the Licensing Division. The MSP Licensing Division maintains a current list of all MSP certified instructors.
2. Security guards that are "hired" out contractually to other companies must have a Maryland Security Guard Clearance Card, issued by the MSP Licensing Division.
3. Private Detectives must have a Private Detective License issued by the MSP Licensing Division.
4. Special Police Officers must be commissioned. A copy of their State of Maryland police commission must be provided.

NOTE: The above listed information does not have to be submitted with the investigation/Trooper's report. However, prior to the applicant's handgun permit being issued, this information will be provided to the Handgun Permit Section by the individual applicant.

E. PROFESSIONAL PERSONNEL SUCH AS BUSINESS OWNERS:

1. Photo-copy of the applicant's State of Maryland business license, or proof of income tax filings justifying self-employment.
2. Photo-copies of 6 bank deposit slips indicating cash deposits.
3. Photo-copies of 10 cash receipts. These receipts should indicate cash paid for goods away from the business establishment or residence.

THESE BASIC GUIDELINES ARE PROVIDED TO ESTABLISH A FOUNDATION FOR THOROUGH AND COMPLETE HANDGUN PERMIT INVESTIGATIONS. ANY QUESTIONS OR CONCERNS, SHOULD BE DIRECTED TO:

MSP LICENSING DIVISION, HANDGUN PERMIT SECTION AT 410-799-0191,
EXTENSION #341.