



HANDGUN QUALIFICATION LICENSE (HQL) INSTRUCTIONS

Urban Defense LLC

www.UrbanDefense.org

Step 1: Find the correct section of the Maryland State Police website. A simple Google search will reveal the link.

The screenshot shows a web browser window with a Google search for "maryland state police hql". The search results are displayed on the page. A red arrow points to the first search result, which is titled "Handgun Qualification License (HQL) - Maryland State Police". Below the title, it says "No information is available for this page." and "Learn why". Other search results include "State Police Licensing Division - Maryland State Police" and "Maryland State Police | Firearm Registration". The browser's address bar shows the search URL, and the Windows taskbar is visible at the bottom.

File Edit View History Bookmarks Tools Help

maryland state police hql - Google

https://www.google.com/search?client=firefox-b-1-... Search

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Google

maryland state police hql

All Shopping News Maps Videos More Settings Tools

About 22,700 results (0.36 seconds)

mdsp.maryland.gov > Pages > LicensingDivision > Firearms

Handgun Qualification License (HQL) - Maryland State Police

No information is available for this page.

Learn why

mdsp.maryland.gov > CriminalInvestigationBureau > Li...

State Police Licensing Division - Maryland State Police

The **Maryland** Department of **State Police**, Licensing Division (MDSPLD) is constantly reviewing policy and ... Handgun Qualification License (HQL) Application

licensingportal.mdsp.maryland.gov

Maryland State Police | Firearm Registration

Skip to Content. **Maryland.gov** Phone Directory **State** Agencies Online Services ... 1201 Reisterstown Road, Pikesville, MD 21208. (410) 653.4200 | (800) ...

mdsp.maryland.gov > LicensingDivision > Firearms

Desktop 10:29 AM 11/1/2020

Step 2: Click the link to be taken to the Maryland State Police – Licenseing Division – HQL webpage.

The screenshot shows a web browser window displaying the Maryland State Police website. The browser's address bar shows the URL <https://mdsp.maryland.gov/Organization/Par>. The website header features the Maryland State Police logo and a search bar. A navigation menu includes links for HOME, ORGANIZATION, NEWS, ABOUT, CAREERS, FAQs, CONTACT US, and VETERAN SERVICES. Below the navigation menu is a link for the MARYLAND STATE POLICE MUSEUM.

The main content area is divided into two sections. On the left is the "Organization" sidebar, which lists various departments with expandable arrows:

- > Office of the Superintendent
- > Field Operations Bureau
- > Criminal Investigation Bureau
- > Support Services Bureau
- > S.P.I.D.R.E.
- > State Fire Marshal
- > State Fire Prevention Commission
- > Maryland Center for Missing and Unidentified Persons
- > Maryland State Police

The right section is titled "Handgun Qualification License" and contains the following text:

Discontinuing Printing of Handgun Qualification License Cards

The Maryland Department of State Police, Licensing Division (MDSPLD) is constantly reviewing policy and procedures in order to enhance the experience of our customers, allied agencies, firearms instructors and dealers, all while being as fiscally responsible to the citizens of Maryland as possible. With this in mind, beginning October 1, 2020, the MDSPLD will discontinue printing Handgun Qualification License (HQL) Cards in their current form.

HAVE ANY QUESTIONS? CONTACT THE LICENSING DIVISION HQL SECTION

PHONE: 410-653-4500

EMAIL: msh.hql@maryland.gov

The Windows taskbar at the bottom shows the system tray with the date and time: 10:30 AM, 11/1/2020.

Step 3: Scroll down the page to the “How to Apply” section (or applicable section if changed) and click on the link (see below) to be taken to the Login Page to create your User Account.

The screenshot shows a web browser window with the address bar displaying <https://mdsp.maryland.gov/Organization/Pac>. The page content includes a list of requirements for a Handgun Qualification License:

3. Is currently a qualified handgun instructor.
4. Is an honorably discharged member of the armed forces of the United States or National Guard.
5. Is an employee of an armored car company who has a handgun permit issued by MSP.
6. Lawfully owns a regulated firearm, you do not have to complete the training to apply for the Handgun Qualification License.

Below the list, a paragraph states: "In accordance with the Firearm Safety Act of 2013, individuals who are voluntarily admitted to an inpatient psychiatric facility (either state, private or acute general), for a period of 30 consecutive days or more, or involuntarily certified and retained by an Administrative Law Judge may have to surrender their firearms and will be prohibited from owning or possessing a firearm unless an individual is granted relief from firearm disqualification. MDH makes available to persons who are prohibited from possessing certain firearms a process to apply for relief from these prohibitions."

The section titled "How to Apply" contains the following text:

The Handgun Qualification License is accessible online through MyLicense. For access, please click [HERE](#).

To apply for an HQL, the law requires a fingerprint based background check. Fingerprints are valid for a 12 months prior to submission of the application.

More information about the fingerprinting process is available [HERE](#). You cannot submit your application until fingerprinting is completed, unless you already possess a Maryland Wear and Carry Permit.

Within 3 years prior to the submission of an HQL application, an applicant must demonstrate a satisfactory completion of a Firearms Safety Training Course. Qualified Handgun Instructors can be found online [HERE](#). The Firearms Safety Training Course must be instructed by a Qualified Handgun Instructor, and shall consist of a minimum of 4 hours of instruction and include the following minimum curricula:

A red arrow points to the [HERE](#) link in the "How to Apply" section. The browser's address bar at the bottom shows <https://emdsp.mdsp.org/egov/Login.aspx>. The Windows taskbar at the bottom displays the time as 10:31 AM on 11/1/2020.

Step 4: Click the “Click here” link to create your account.

**DEPARTMENT OF
MARYLAND STATE POLICE**

MENU
Create User Account

**Welcome to the Maryland Department of State Police
(eMDSP) Online Services Login Page**

IMPORTANT UPDATE

On October 1, 2020, the Maryland State Police Licensing Division will discontinue printing the current identification card style Handgun Qualification License (HQL). All HQL applicants approved on or after October 1, 2020, will receive, via US mail, a HQL printed on paper. This paper license, or an electronic copy of the license, must be presented to a dealer or any other person, prior to selling, renting, or transferring a handgun, in accordance with MD Public Safety §5-117.1 and COMAR 29.03.01.06.

Due to changes in the eGov database, some users with more common User IDs may experience difficulties logging in. If you know you have entered the correct User ID and Password and cannot log in, please reach out to the desired unit below.

Assistance with your HQL, New Resident Registration or Qualified Handgun Instructor License, please email msp.hql@maryland.gov

Assistance with your Intercept Device Registration, please email msp.licensing@maryland.gov

Assistance with your LEOSA application, please email msp.handgunpermits@maryland.gov

Thank you.

User ID:

Password:

 [Click here](#) to create an account.

[Click here](#) if you have forgotten your password.

Maryland Department of State Police Licensing Division | 1111 Reisterstown Road Pikesville, Maryland 21208

Step 5: Fill in your date of birth and last name, then click “search”. The date of birth must be inputted in the format shown to the right of the box.

DEPARTMENT OF
MARYLAND STATE POLICE

MENU
Login Page

Create Your Personal Account in 2 Easy Steps

STEP 1:

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.

1. Enter your information into the two fields below.
2. Click the [search](#) button.

Date of Birth i.e. 09/23/2010

Last Name

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Step 6: Create your “Personal Account” by filling in all required information. Create a User ID and password. Then click “Register”.

DEPARTMENT OF MARYLAND STATE POLICE

MENU

Login Page

Create Your Personal Account

We were unable to find any records associated with your search criteria.

Please provide the requested information below and Click the [register](#) button.

*** = Required Field.**

Name

First Name* <input type="text"/>	SSN <input type="text"/> <small>ex. 123456789</small>
Middle Name* <input type="text"/>	Gender* <input type="text" value="Please select a Gender"/>
Last Name* <input type="text"/>	Date of Birth* <input type="text"/> <small>MMDD/YYYY</small>
Suffix <input type="text"/> <small>ex. Sr. Jr. III</small>	

Address

Country* <input type="text" value="United States"/>	Primary Phone* <input type="text"/> <small>ex. 3015551212</small>
Address Line 1* <input type="text"/> <small>ex. 123 Fourth St.</small>	Other Phone <input type="text"/> <small>ex. 3015551212</small>
Address Line 2 <input type="text"/> <small>ex. Apt. 100</small>	Email* <input type="text"/> <small>ex. username@domain.com</small>
City* <input type="text"/> <small>Foreign Addresses: Enter city, region, postal code</small>	
State* <input type="text" value="MD"/>	
Zipcode* <input type="text"/> <small>Only use 5 digit Zip Code: ex. 02705</small>	

Create Your User ID and Password

User ID* <input type="text"/> <small>ex. jsmith</small>	Confirm Password* <input type="text"/>
Password* <input type="text"/> <small>Password must be a minimum of eight(8) characters, and consist of mixed alphabetic and numeric characters. Cannot be the same as username, or consist of all alphabetic,numeric, or symbols.</small>	
Password Question* <input type="text"/> <small>ex. Favorite color?</small>	Password Answer* <input type="text"/> <small>ex. Blue (Must be at least four (4) characters long.)</small>

Step 7: A notification will appear indicating that you have successfully created your account. You will now need to login to create and submit your HQL application by clicking the “login” link.



DEPARTMENT OF
MARYLAND STATE POLICE

MENU
Login Page

You have successfully created your eMDSP account. Please make a note of your User ID & Password and keep it in a safe place.

Please [login](#) to continue submitting an application.

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The image is a screenshot of a web page for the Maryland Department of State Police. At the top, the text reads "DEPARTMENT OF MARYLAND STATE POLICE" in white serif font against a dark background with a faint flag pattern. Below this, a notification box contains the text: "You have successfully created your eMDSP account. Please make a note of your User ID & Password and keep it in a safe place." To the left of the notification is a "MENU" dropdown with "Login Page" selected. Below the notification, the text says "Please [login](#) to continue submitting an application." A red arrow points to the "login" link. At the bottom of the page, a footer contains the text: "Maryland Department of State Police Licensing Division | 1111 Reisterstown Road Pikesville, Maryland 21208".

Step 8: After clicking the “login” link as indicated in step 7 you will be taken back to the Login Page. Type in your previously created User ID and password, then click the “Login” button. You are now ready to complete your HQL application.

**DEPARTMENT OF
MARYLAND STATE POLICE**

MENU
Create User Account

**Welcome to the Maryland Department of State Police
(eMDSP) Online Services Login Page**

IMPORTANT UPDATE

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Assistance with your Intercept Device Registration, please email msp.licensing@maryland.gov

Assistance with your LEOSA application, please email msp.handgunpermits@maryland.gov

Thank you.

User ID:

Password:

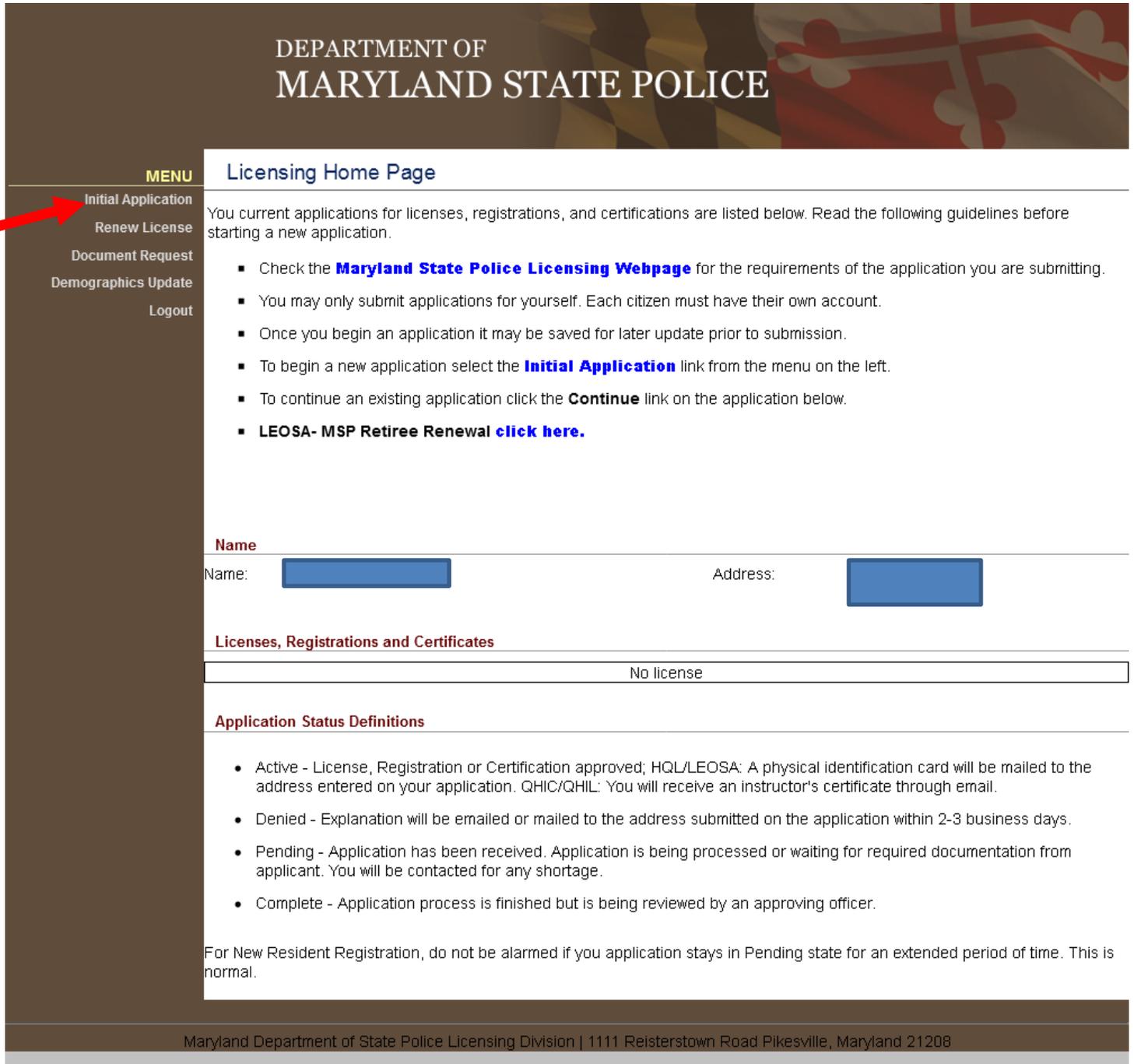
Login

[Click here](#) to create an account.

[Click here](#) if you have forgotten your password.

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Step 9: Click “Initial Application” from the Menu bar. (Note: your correct name and address should appear in the “Name” section)



**DEPARTMENT OF
MARYLAND STATE POLICE**

MENU

- Initial Application
- Renew License
- Document Request
- Demographics Update
- Logout

Licensing 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.
- **LEOSA- MSP Retiree Renewal [click here.](#)**

Name

Name: Address:

Licenses, Registrations and Certificates

No license

Application Status Definitions

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

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Step 10: There are 3 drop down boxes at the top of the screen (see below). You must make the following choices as indicated below. Once you have made the correct choices from the drop down menus, click the “Start Application” button.

Profession = Firearms Services

License Type = HQL Standard

Obtained By Method = Application

DEPARTMENT OF
MARYLAND STATE POLICE

MENU
Licensing Home Page
Logout

Apply for Your License, Registration or Certification

Application Type Selection

Profession:

License Type:

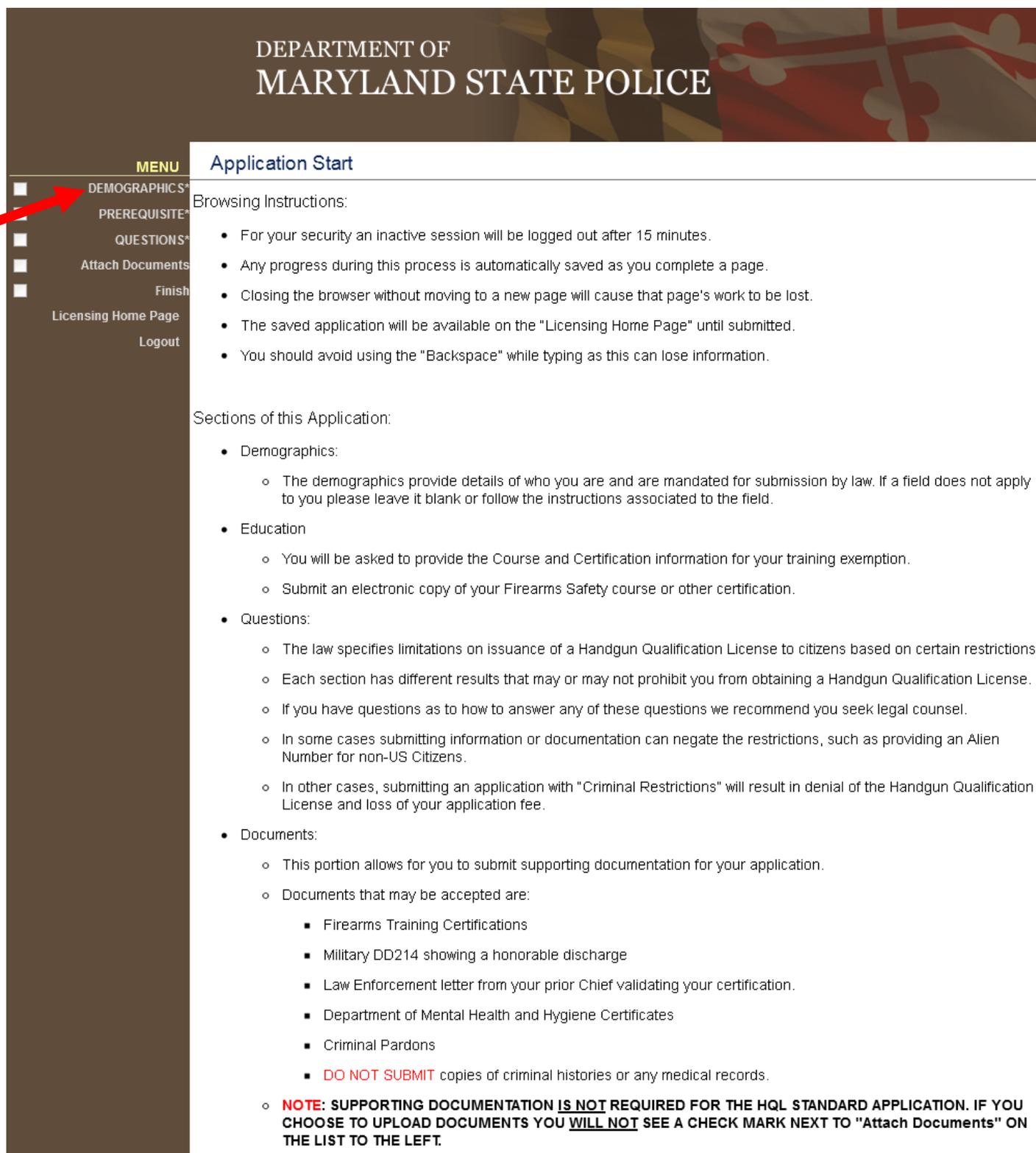
Obtained By Method:

To start an application select from the following Licensing, Registration, and Certificates.

Firearms Services Program

- For Firearms Services Select "Firearm Services" for Program
- **Handgun Qualification License (Standard)**
 - Required to purchase, rent, or receive a regulated firearm in Maryland
 - Select "HQL Standard" for License Type, and "Application" for Application Method
- **Handgun Qualification License (Training Exempt)**
 - Required to purchase, rent, or receive a regulated firearm in Maryland
 - Select "HQL Training Exempt" for License Type, and "Application" for Application Method
- **Handgun Qualification License (Current Wear/Carry Permit Holder)**
 - Required to purchase, rent, or receive a regulated firearm in Maryland
 - Select "HQL Permit Exempt" for License Type, and "Application" for Application Method

Step 11: Once you click the “Start Application” button, you will be taken to the “Application Start” page. This is a long page with instructions and information. Once you have read and familiarized yourself with this information you will click the “Demographics” link.



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MENU

- DEMOGRAPHICS*
- PREREQUISITE*
- QUESTIONS*
- Attach Documents
- Finish
- Licensing Home Page
- Logout

Application Start

Browsing Instructions:

- For your security an inactive session will be logged out after 15 minutes.
- Any progress during this process is automatically saved as you complete a page.
- Closing the browser without moving to a new page will cause that page's work to be lost.
- The saved application will be available on the "Licensing Home Page" until submitted.
- You should avoid using the "Backspace" while typing as this can lose information.

Sections of this Application:

- Demographics:
 - The demographics provide details of who you are and are mandated for submission by law. If a field does not apply to you please leave it blank or follow the instructions associated to the field.
- Education
 - You will be asked to provide the Course and Certification information for your training exemption.
 - Submit an electronic copy of your Firearms Safety course or other certification.
- Questions:
 - The law specifies limitations on issuance of a Handgun Qualification License to citizens based on certain restrictions.
 - Each section has different results that may or may not prohibit you from obtaining a Handgun Qualification License.
 - If you have questions as to how to answer any of these questions we recommend you seek legal counsel.
 - In some cases submitting information or documentation can negate the restrictions, such as providing an Alien Number for non-US Citizens.
 - In other cases, submitting an application with "Criminal Restrictions" will result in denial of the Handgun Qualification License and loss of your application fee.
- Documents:
 - This portion allows for you to submit supporting documentation for your application.
 - Documents that may be accepted are:
 - Firearms Training Certifications
 - Military DD214 showing a honorable discharge
 - Law Enforcement letter from your prior Chief validating your certification.
 - Department of Mental Health and Hygiene Certificates
 - Criminal Pardons
 - **DO NOT SUBMIT** copies of criminal histories or any medical records.
 - **NOTE: SUPPORTING DOCUMENTATION IS NOT REQUIRED FOR THE HQL STANDARD APPLICATION. IF YOU CHOOSE TO UPLOAD DOCUMENTS YOU WILL NOT SEE A CHECK MARK NEXT TO "Attach Documents" ON THE LIST TO THE LEFT.**

Step 12: On this page, fill in all required personal information and then click the "Update" button. Then click the "PREREQUISITE" link. (Note: you will need your fingerprinting information to complete this page)

DEPARTMENT OF MARYLAND STATE POLICE

MENU

- Demographics
- PREREQUISITE**
- QUESTIONS
- Attach Documents
- Finish
- [Licensing Home Page](#)
- [Logout](#)

Demographics

Update the information in the fields below and click the **update button** to save the changes.

NOTE: Not all fields may be applicable to each applicant.

Name

Name Prefix: <input type="text"/> <small>ex. Mr. Mrs. Dr.</small>	Birth Date: <input type="text"/> <small>MM/DD/YYYY</small>
First Name: <input type="text"/> First name MUST match driver's license.	SSN - Not Required : <input type="text"/> <small>ex. 123456789</small>
Middle Name: <input type="text"/> If no middle name, enter NA.	Gender - Required : <input type="text"/>
Last Name: <input type="text"/>	Race/Ethnicity: <input type="text"/>
Name Suffix: <input type="text"/> <small>ex. Sr. Jr. III</small>	Occupation: <input type="text"/> <small>If no occupation, enter "None."</small>

Address

ATTENTION APPLICANTS: Licensing Division Staff has noticed an increased number of HQL cards being returned by the U.S. Postal Service. We ask that you carefully review the address information you provide prior to submitting your application.

Country: <input type="text"/>	Phone: <input type="text"/> <small>ex. 3015551212</small>
Line 1: <input type="text"/> <small>ex. 123 Fourth St.</small>	Fax: <input type="text"/> <small>ex. 3015551212</small>
Line 2: <input type="text"/> <small>ex. Apt. 100</small>	Email: <input type="text"/> <small>ex. username@domain.com</small>
City: <input type="text"/>	State: <input type="text"/>

Foreign Addresses:
Enter city, region, postal code

ZipCode:

Only use 5 Digit Zip Code
ex. 21202

State Identification Information - Required

Driver's License/ID Number: <small>(ex: R123456789123, NOT R-123-456-789-123)</small>	State: <input type="text"/>
Expiration Date: <small>(ex: MM/DD/YYYY)</small>	<input type="text"/>

Physical Descriptors - Required

Height in Feet-Inches: <small>(ex: 5-09, NOT 5'9")</small>	Weight in Pounds: <small>(ex: 180, NOT 180 lbs)</small>
Eye Color: <input type="text"/>	Hair Color: <input type="text"/>

Fingerprint - Background Check Information - Required

Information is on documentation/receipt received from Fingerprinting service provider.

PCN/TCN/Tracking Number: <small>(ex: XX1234567890)</small>	Fingerprinting Date: <small>(ex: MM/DD/YYYY)</small>
<input type="text"/>	<input type="text"/>

Citizenship Status - Only Required if NOT a U.S. Citizen

Alien/USCIS Number: <input type="text"/>	Expiration Date: <input type="text"/> <small>ex: MM/DD/YYYY</small>
--	--

Leave Blank if Not Required **DO NOT ENTER N/A**

Step 13: Click the “Add” button to be directed to the “Add New Relationship” page, where you will be able to add the Urban Defense LLC Qualified Handgun Instructor that taught your class.

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- DEMOGRAPHICS*
- Prerequisite
- QUESTIONS*
- Attach Documents
- Finish
- Licensing Home Page
- Logout

Associate QHIL/QHIC

Click **Add** to add a relationship to a Qualified Handgun Instructor License or Qualified Handgun Instructor Certificate. When finished, click **Complete** to continue.

QHIL/QHIC Relationships					
Action	License Type	Relationship	License Number	Name	Status
Add					Complete

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For assistance, please send an email to: MSP.HQL@maryland.gov

Step 14: On the “Add New Relationship” page there are three drop down menus and one section to type in the QHIC number of the firearms instructor. You must make the following choices as indicated below. Then click the “Search” button.

Relationship Type = Instructor Prereq

Profession = Firearms Services

License Type = Qualified Handgun Instructor Certificate

License Number = (the instructor number from your certificate. It must be written in the format shown below.)

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MENU

- DEMOGRAPHICS*
- PREREQUISITE*
- QUESTIONS*
- Attach Documents
- Finish
- Licensing Home Page
- Logout

Add New Relationship

Enter the relationship type and the license number of the QHIL/QHIC to add. Once you find your QHIL/QHIC license, click on the licensee name to add it as your prerequisite license.

Relationship Type: ←

Profession: ←

License Type: ←

License Number: ←

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For assistance, please send an email to: MSP.HQL@maryland.gov

Step 15: Once you click the “Search” button, the Urban Defense LLC instructor associated with that QHIC number will appear. Click on the instructor’s name to be taken to the next page.

**DEPARTMENT OF
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MENU

- DEMOGRAPHICS*
- PREREQUISITE*
- QUESTIONS*
- Attach Documents
- Finish
- Licensing Home Page
- Logout

Add New Relationship

Enter the relationship type and the license number of the QHIL/QHIC to add. Once you find your QHIL/QHIC license, click on the licensee name to add it as your prerequisite license.

Relationship Type:

Profession:

License Type:

License Number:

Prerequisite search results

Name	Status
DUANE THOMAS URBAN, JR	Active

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For assistance, please send an email to: MSP.HQL@maryland.gov

Step 16: Ensure that the instructor is correct and then click the “Complete” button. Once complete, you will move on to the “Questions” section.

DEPARTMENT OF
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Associate QHIL/QHIC

Click **Add** to add a relationship to a Qualified Handgun Instructor License or Qualified Handgun Instructor Certificate. When finished, click **Complete** to continue.

QHIL/QHIC Relationships

Action	License Type	Relationship	License Number	Name	Status
Undo	Qualified Handgun Instructor License	Instructor Prereq	QHIC-2014-0251	DUANE THOMAS URBAN, JR	Pending Submission

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For assistance, please send an email to: MSP.HQL@maryland.gov

Step 17: In this section you will use the drop down section to answer all questions. Once complete click the “Submit” button.

DEPARTMENT OF MARYLAND STATE POLICE

MENU

- DEMOGRAPHICS*
- PREREQUISITE*
- Questions
- Attach Documents
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Application Questions

Please answer the following questions by choosing the answer from the drop-down menus. Click the **Submit** button after all the questions have been answered.

Question	Answer
Are you less than 21 years of age?	Please Choose <input type="button" value="v"/>
Are you participating or planning to participate in a straw purchase of a regulated firearm? (Straw purchase means a transaction in which an individual uses another person, known as the straw purchaser, to complete the application to purchase a regulated firearm, take initial possession of that firearm, and subsequently transfer that firearm to the first individual.)	Please Choose <input type="button" value="v"/>
Have you ever been convicted of a crime of violence? (The term "crime of violence" means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, ? 386 of the Code; mayhem as previously proscribed under former Article 27, ? 384 of the Code; murder in the first or second degree; rape in the first or second degree; robbery; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; an attempt to commit any of the crimes listed above; or assault with intent to commit any of the crimes listed above or assault with intent to commit a crime punishable by imprisonment for more than 1 year.)	Please Choose <input type="button" value="v"/>
Have you ever received probation before judgment (PBJ) for a crime of violence? (Refer to questions #3 for the definition of a crime of violence. This question does not apply to PBJ for non domestic related assault in the second degree)	Please Choose <input type="button" value="v"/>
Have you ever received probation before judgment (PBJ) in a domestically related crime as defined in ? 6-233 of the Criminal Procedure Article?	Please Choose <input type="button" value="v"/>
Have you ever been convicted in Maryland or elsewhere of a Felony?	Please Choose <input type="button" value="v"/>
Have you ever been convicted in Maryland of a MISDEMEANOR that carries a PENALTY OF MORE THAN TWO YEARS? IT DOES NOT MATTER WHAT SENTENCE YOU ACTUALLY RECEIVED (even if your sentence was suspended and you were placed on probation, you are prohibited from obtaining this license). Examples of prohibiting offenses include, but are not limited to: assault, battery, resisting arrest, obstructing and hindering a police officer, drug offenses, weapons offenses and theft offenses. These are only examples, there are other prohibiting offenses. IF YOU ARE UNSURE OF THE MAXIMUM PENALTY UNDER MARYLAND LAW, DO NOT PROCEED. FIND OUT WHAT THE MAXIMUM PENALTY UNDER MARYLAND LAW IS FOR THE OFFENSE OF WHICH YOU WERE CONVICTED.	Please Choose <input type="button" value="v"/>
Have you ever been convicted of an offense in another state, which if committed in Maryland, carries a maximum penalty of more than two years? It does not matter what sentence you actually received (even if your sentence was suspended and you were placed on probation in another state, you are prohibited from obtaining this license in Maryland). Examples of prohibiting offenses include, but are not limited to: assault, battery, resisting arrest, obstructing and hindering a police officer, drug offenses, weapons offenses and theft offenses. These are only examples, there are other prohibiting offenses. IF YOU ARE UNSURE OF THE MAXIMUM PENALTY UNDER MARYLAND LAW, DO NOT PROCEED. FIND OUT WHAT THE MAXIMUM PENALTY UNDER MARYLAND LAW IS FOR THE OFFENSE OF WHICH YOU WERE CONVICTED.	Please Choose <input type="button" value="v"/>



	<p>Have you ever been convicted in Maryland or elsewhere of a COMMON LAW OFFENSE FOR WHICH YOU RECEIVED A SENTENCE OF MORE THAN TWO YEARS, even if it was suspended in whole or in part?</p>	<p>Please Choose <input type="button" value="v"/></p>
	<p>Are you the respondent in a final protective order or an order for protection that has been issued by any court in any state or Native American tribe that is currently in effect?</p>	<p>Please Choose <input type="button" value="v"/></p>
	<p>Are you presently charged with a crime punishable by imprisonment for a term exceeding one year or are you wanted by a law enforcement agency for the commission of a crime?</p>	<p>Please Choose <input type="button" value="v"/></p>
	<p>If you are less than 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for a crime of violence? (The term crime of violence means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, § 386 of the Code; mayhem as previously proscribed under former Article 27, § 384 of the Code; murder in the first or second degree; rape in the first or second degree; robbery; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; an attempt to commit any of the crimes listed above; or assault with intent to commit any of the crimes listed above or assault with intent to commit a crime punishable by imprisonment for more than 1 year.) (If you are older than 30, Select "NO")</p>	<p>Please Choose <input type="button" value="v"/></p>
	<p>If you are less than 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for any violation classified as a felony in this State? (If you are older than 30, Select "NO")</p>	<p>Please Choose <input type="button" value="v"/></p>
	<p>If you are less than 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for any violation classified as a misdemeanor in this State that carries a maximum penalty of more than two years? IT DOES NOT MATTER WHAT SENTENCE YOU ACTUALLY RECEIVED. (If you are older than 30, Select "NO")</p>	<p>Please Choose <input type="button" value="v"/></p>
	<p>Have you ever been voluntarily admitted for more than 30 consecutive days or involuntarily committed for any amount of time to a facility or institution, as defined in § 10-101 of the Health General Act, that provides treatment or services for individuals with mental disorders?</p>	<p>Please Choose <input type="button" value="v"/></p>
	<p>Have you ever been found not criminally responsible or incompetent to stand trial due to a mental disorder or disorders? This also includes adjudicated mentally defective.</p>	<p>Please Choose <input type="button" value="v"/></p>
	<p>Do you suffer from a mental disorder as defined in 10-101(F)(2) of the Health- General Article and have a history of violent behavior against yourself or another? ("Mental disorder" includes a mental illness that so substantially impairs the mental or emotional functioning of an individual as to make care or treatment necessary or advisable for the welfare of the individual or for the safety of the person or property of another.)</p>	<p>Please Choose <input type="button" value="v"/></p>

Have you ever been under the protection of a guardian appointed by a court for a reason other than physical disability?	Please Choose ▾
Have you ever been discharged from the Armed Forces under dishonorable conditions; or have you ever renounced your United States Citizenship; or are you illegally or unlawfully in the United States?	Please Choose ▾
Are you an addict or habitual user of any controlled dangerous substance? Habitual user of controlled dangerous substances means any person who has been found guilty of two controlled dangerous substance offenses, one of which occurred within the past 5 years.)	Please Choose ▾
Are you a habitual drunkard? Habitual drunkard means any person who has been found guilty of any three alcohol offenses, one of which occurred within the past year.	Please Choose ▾
Are you a legal user of cannabis (marijuana) for medical purposes or are you issued a valid medical cannabis patient identification number or a valid medical cannabis patient identification card?	Please Choose ▾
Do you hereby solemnly swear or affirm, under the penalties of perjury, that you understand and have answered the above questions truthfully, to the best of your knowledge, information and belief? If a truthful answer to any of the above questions is a yes, it is a violation of law for you to purchase or possess a firearm. Providing a false answer to any of these questions is a crime and may result in imprisonment and a fine. (DO NOT PROCEED)	Please Choose ▾
Are you a citizen of the United States?	Please Choose ▾

Attestation

By clicking the **Submit** button you hereby solemnly swear or affirm, under the penalties of perjury, that you understand and have answered the questions truthfully, to the best of your knowledge, information and belief. Providing a false answer to any of the questions is a crime and may result in imprisonment and a fine.



If you select the above **Submit** button and you are not redirected to the next step, please review the page to ensure you did not miss a required question.

Step 18: Once the Questions section is complete, you will now move to the “Attach Documents” Section. This section allows you to attached documents if applicable. Follow the prompts to attach documents, if applicable. Once complete, click the “Next” button.

DEPARTMENT OF MARYLAND STATE POLICE

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- QUESTIONS*
- Attach Documents
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Document Upload

This portion allows for you to submit supporting documentation for your application.

- Documents that may be accepted are:
 - Firearms Training Certifications
 - If you do not have Maryland identification an electronic passport photo may be submitted.
 - Department of Mental Health and Hygiene Certificates
 - Criminal Pardons
 - **DO NOT SUBMIT** copies of criminal histories or any medical records.
- Click Browse to find the appropriate attachments needed to complete your application.
- Click Upload Document to load the attachment.
- Select the attachment Type
- You may select View to verify you attached the correct attachment.
- You may select Delete to remove an attachment from your application.
- Select Next to move to the final step in the application process.

Note: Ensure your documents are less than 5MB each to avoid encountering upload errors.

Document Name	View	Delete	Type
No Documents			

No file selected.

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Step 19: Once the Attach Documents Section is complete you will move on to the “Finish” section. This section is a review of your name, address, question answers, and firearms instructor information. Review to ensure everything is correct and then click the “Pay Fees” button.

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Application Summary

If all the above information is correct please click the Submit Application button. Otherwise, please correct any information by clicking on the desired Items listed on the menu to the left

Licenses

Address Changes

Name:

Licensee Address:

Question Responses

Question	Answer
Are you less than 21 years of age?	N
Are you participating or planning to participate in a straw purchase of a regulated firearm? (Straw purchase means a transaction in which an individual uses another person, known as the straw purchaser, to complete the application to purchase a regulated firearm, take initial possession of that firearm, and subsequently transfer that firearm to the first individual.)	N
Have you ever been convicted of a crime of violence? (The term "crime of violence" means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, ? 386 of the Code; mayhem as previously proscribed under former Article 27, ? 384 of the Code; murder in the first or second degree; rape in the first or second degree; robbery; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; an attempt to commit any of the crimes listed above; or assault with intent to commit any of the crimes listed above or assault with intent to commit a crime punishable by imprisonment for more than 1 year.)	N
Have you ever received probation before judgment (PBJ) for a crime of violence? (Refer to questions #3 for the definition of a crime of violence. This question does not apply to PBJ for non domestic related assault in the second degree)	N
Have you ever received probation before judgment (PBJ) in a domestically related crime as defined in ? 6-233 of the Criminal Procedure Article?	N
Have you ever been convicted in Maryland or elsewhere of a Felony?	N
Have you ever been convicted in Maryland of a MISDEMEANOR that carries a PENALTY OF MORE THAN TWO YEARS? IT DOES NOT MATTER WHAT SENTENCE YOU ACTUALLY RECEIVED (even if your sentence was suspended and you were placed on probation, you are prohibited from obtaining this license). Examples of prohibiting offenses include, but are not limited to: assault, battery, resisting arrest, obstructing and hindering a police officer, drug offenses, weapons offenses and theft offenses. These are only examples, there are other prohibiting offenses. IF YOU ARE UNSURE OF THE MAXIMUM PENALTY UNDER MARYLAND LAW, DO NOT PROCEED. FIND OUT WHAT THE MAXIMUM PENALTY UNDER MARYLAND LAW IS FOR THE OFFENSE OF WHICH YOU WERE CONVICTED.	N
Have you ever been convicted of an offense in another state, which if committed in Maryland, carries a maximum penalty of more than two years? It does not matter what sentence you actually received (even if your sentence was suspended and you were placed on probation in another state, you are prohibited from obtaining this license in Maryland). Examples of prohibiting offenses include, but are not limited to: assault, battery, resisting arrest, obstructing and hindering a police officer, drug offenses, weapons offenses and theft offenses. These are only examples, there are other prohibiting offenses. IF YOU ARE UNSURE OF THE MAXIMUM PENALTY UNDER MARYLAND LAW, DO NOT PROCEED. FIND OUT WHAT THE MAXIMUM PENALTY UNDER MARYLAND LAW IS FOR THE OFFENSE OF WHICH YOU WERE CONVICTED.	N
Have you ever been convicted in Maryland or elsewhere of a COMMON LAW OFFENSE FOR WHICH YOU RECEIVED A SENTENCE OF MORE THAN TWO YEARS, even if it was suspended in whole or in part?	N
Are you the respondent in a final protective order or an order for protection that has been issued by any court in any state or Native American tribe that is currently in effect?	N
Are you presently charged with a crime punishable by imprisonment for a term exceeding one year or are you wanted by a law enforcement agency for the commission of a crime?	N

If you are less than 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for a crime of violence? (The term crime of violence means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second, or third degree; carjacking and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, § 386 of the Code; mayhem as previously proscribed under former Article 27, § 384 of the Code; murder in the first or second degree; rape in the first or second degree; robbery; robbery with a dangerous weapon; sexual offense in the first, second, or third degree; an attempt to commit any of the crimes listed above; or assault with intent to commit any of the crimes listed above or assault with intent to commit a crime punishable by imprisonment for more than 1 year.) (If you are older than 30, Select "NO")	N
If you are less than 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for any violation classified as a felony in this State? (If you are older than 30, Select "NO")	N
If you are less than 30 years of age at the time of completing this application, have you ever been adjudicated delinquent by a juvenile court for any violation classified as a misdemeanor in this State that carries a maximum penalty of more than two years? IT DOES NOT MATTER WHAT SENTENCE YOU ACTUALLY RECEIVED. (If you are older than 30, Select "NO")	N
Have you ever been voluntarily admitted for more than 30 consecutive days or involuntarily committed for any amount of time to a facility or institution, as defined in § 10-101 of the Health General Act, that provides treatment or services for individuals with mental disorders?	N
Have you ever been found not criminally responsible or incompetent to stand trial due to a mental disorder or disorders? This also includes adjudicated mentally defective.	N
Do you suffer from a mental disorder as defined in 10-101(F)(2) of the Health- General Article and have a history of violent behavior against yourself or another? ("Mental disorder" includes a mental illness that so substantially impairs the mental or emotional functioning of an individual as to make care or treatment necessary or advisable for the welfare of the individual or for the safety of the person or property of another.)	N
Have you ever been under the protection of a guardian appointed by a court for a reason other than physical disability?	N
Have you ever been discharged from the Armed Forces under dishonorable conditions; or have you ever renounced your United States Citizenship; or are you illegally or unlawfully in the United States?	N
Are you an addict or habitual user of any controlled dangerous substance? Habitual user of controlled dangerous substances means any person who has been found guilty of two controlled dangerous substance offenses, one of which occurred within the past 5 years.)	N
Are you a habitual drunkard? Habitual drunkard means any person who has been found guilty of any three alcohol offenses, one of which occurred within the past year.	N
Are you a legal user of cannabis (marijuana) for medical purposes or are you issued a valid medical cannabis patient identification number or a valid medical cannabis patient identification card?	N
Do you hereby solemnly swear or affirm, under the penalties of perjury, that you understand and have answered the above questions truthfully, to the best of your knowledge, information and belief? If a truthful answer to any of the above questions is a yes, it is a violation of law for you to purchase or possess a firearm. Providing a false answer to any of these questions is a crime and may result in imprisonment and a fine. (DO NOT PROCEED)	Y
Are you a citizen of the United States?	Y

Prerequisite Licenses

Prerequisite Licenses

Prerequisite License No	Prerequisite Name	Prerequisite Profession	Prerequisite License Type	Relationship	Action
QHIC-2014-0251	DUANE THOMAS URBAN, JR	Firearms Services	Qualified Handgun Instructor License	Instructor Prereq	Add

I attest that this application is accurate and truthful to the best of my knowledge. I further acknowledge that this information will be verified and authorize the State Police to use the information provided to do so.
 I further acknowledge that I may at any time, except to the extent that the Department of State Police has already taken action in reliance on it, revoke this authorization by submitting a request for revocation in writing. If not previously revoked, this authorization will terminate one year after the date I sign this Application or upon notification to me of the disapproval of this Application, whichever occurs first.

If all the information on the application is correct, and you agree to the terms and conditions as stated above, please press the **PAY FEES BUTTON**.
 Otherwise please go back and correct any information that is necessary.



Pay Fees

Step 20: This page outlines the Application Fee. Click the “Pay Fees” button.

DEPARTMENT OF MARYLAND STATE POLICE

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Checkout

The fees for your application are listed below. To pay for your application, select the **Pay Fees** button to transfer to the payment page.

Application Fees

License Number	Description	Fee Amount
	Application Fee	\$50.00

Fee Totals

Fee Amount:	\$50.00	
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Pay Fees

Fee or Service Charge Refund Policy

The Maryland Department of State Police fees are non-refundable. The fee will not be returned even if your application is denied or returned for deficiencies.

Privacy Policy

This Internet Privacy Policy explains how MDSP collects, uses and safeguards information on its Site. If you have questions about this Privacy Policy, please send an e-mail to myLicense@mdsp.org.

Information — When you browse the Site and do not interact with the Site for any online service, you browse anonymously. Personally identifiable information, such as your name, address, phone number and e-mail address, is not collected as you browse. When you choose to interact with the Site in other ways, such as establishing an account, submitting requests for licenses or registrations, submitting questions or comments, or requesting information or materials, MDSP will collect certain personal information from you. The type of personal information collected may include name, address, phone number, birth date, billing and delivery information, e-mail address, credit card information and other demographic information.

The Site uses a standard technology called "cookies" and web server logs to collect this information. A "cookie" is a small file or string of text that enables web navigation. The text may contain a random identification code or user preferences. Cookies are essential for site administration and security. Cookies are required for certain sections of the Site.

Sharing of information — MDSP does not share, sell, trade, exchange, or rent your personal information to vendors for them to market their products or services to you. MDSP may use your personal information, with the assistance of third parties, to track the effectiveness of the Site, to improve customer service, to send emails, to generate materials for the Site, perform Law Enforcement functions, and to process transactions. Additionally, MDSP may disclose information if required to do so by law or in the good-faith belief that such action is necessary.

Site security features — MDSP protects information sent to or from its Site over the Internet. A "secure session" must be established, using Secure Socket Layer (SSL) technology, each time information is supplied or accessed in a secure online area. SSL technology encodes information as it is being sent over the Internet between your computer and the Site, helping to ensure that the transmitted information remains confidential.

No guarantee — Unfortunately, no data transmission over the Internet can be guaranteed to be entirely secure. Accordingly, MDSP cannot guarantee or warrant the security of any information you transmit to us, or to or from the products or services offered on the Site.

Linking to other sites — Other Internet sites that are linked to the Site may contain privacy provisions that differ from the provisions of this Internet Privacy Policy. Please review the privacy statement of each Internet site you visit.

Changes to the Internet Privacy Statement — MDSP reserves the right to amend this Internet Privacy Policy at any time, in its sole discretion. If you have questions about this Internet Privacy Statement, please send an e-mail to MyLicense@mdsp.org.

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For assistance, please send an email to: MSP.HQL@maryland.gov

Step 21: When you click the “Pay Fees” button on the previous page, you will be redirected to the payment page. Enter your electronic payment information and then click the “Pay” button.

Order Summary

Description	License Payment	Total	\$ 50.00
Invoice Number	199348		

 Card Number * Exp. Date * Card Code *

Billing Address

First Name * Last Name *
Billing Country * Zip *
Street Address * City *
State * Phone Number
Email



Step 22: Upon submission of your electronic payment, you will advance to the “Application Submitted” page. You may print this page as proof of your submission and receipt of payment by clicking the “Print Receipt” button. Your application is complete and submitted.

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Application Submitted

Your application has been submitted and all fees have been applied to your credit card. Please print this page as your proof of submission and receipt of payment.

Application Information

Date Submitted:	4 November 2020
Applicant Name:	
Agency:	
Process:	Apply for Initial License process

Payment Information

Authorization Code:	
Received Date:	
Transaction #:	
Credit Card Number:	XXXX XXXX XXXX XXXX
Fee Amount:	\$50.00
Total Fee:	\$50.00

 [Print Receipt](#)

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