



SOUTH MOUNTAIN

SAFETY & SECURITY, LLC

www.southmountainsafetyandsecurity.com

How to Apply for an HQL

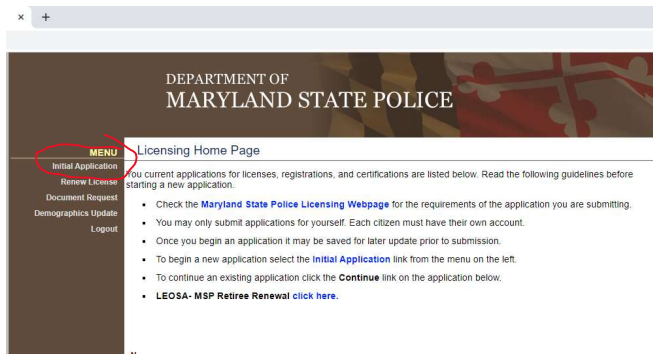
At this point, you should have completed your required training and fingerprinting. If not, make sure you complete those steps and have your class certificate with your instructor's license number and your fingerprinting receipt with the tracking number before applying for the HQL.

Step 1. Visit the Maryland State Police Online Services page by clicking the following URL.

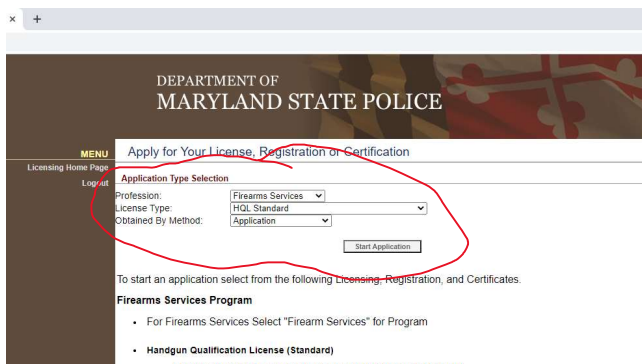
<https://emdsp.mdsp.org/egov/Login.aspx>

You will need to click the link that says "Create User Account" in the upper left margin of the page. Get your username and password setup.

Step 2. Select Initial Application.



Step 3. Select “Firearms Services” under Profession, License type for most people taking an HQL class will be “HQL Standard” and Obtained By Method will be “Application”. If after you press the Start Application button nothing happens, check your popup blocker.



Step 4. There are several sections to the application page. The first section is the “Demographics” section where you will need all of your contact info, driver’s license number, your height, weight etc..., your PCN/TCN Tracking number (Fingerprinting) and the date you had your fingerprints done.

Step 5. Click “Prerequisite” and then enter the license type and license number of your instructor. My license number will be given to you via email upon successfully completing all course requirements. Be sure to select “Qualified Handgun Instructor Certificate” as the license type. Click search and select your instructor.

Step 6. Click the “Questions” section and truthfully answer the questions (see example of questions on the next page).

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- DEMOGRAPHIC-SI
- PREREQUISITE
- Questions
- Attach Documents
- Finish


Licensing Home Page

Logout

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 ▾
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 ▾
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; carrying and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, § 38a of the Code; mayhem as previously proscribed under former Article 27, § 38a 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 ▾
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 ▾
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 ▾
Have you ever been convicted in Maryland or elsewhere of a Felony?	Please Choose ▾
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. There are only a few 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 ▾
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. There are only a few 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 ▾



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?	Please Choose ▾
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?	Please Choose ▾
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; carrying and armed carjacking; escape in the first degree; kidnapping; voluntary manslaughter; maiming as previously proscribed under former Article 27, § 38a of the Code; mayhem as previously proscribed under former Article 27, § 38a 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")	Please Choose ▾
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")	Please Choose ▾
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")	Please Choose ▾
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?	Please Choose ▾
Have you ever been found not criminally responsible or incompetent to stand trial due to a mental disorder or disorder? This also includes adjudicated mentally defective.	Please Choose ▾
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.)	Please Choose ▾
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 legally 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	Please Choose ▾

Are you a citizen of the United States?	Please Choose ▾
<p>Attestation</p> <p>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.</p> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p>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.</p>	

Maryland Department of State Police Licensing Division | 1111 Reisterstown Road, Pikesville, Maryland 21208
For assistance, please send an email to: MSPHQI@mdsp.mv.gov

Step 7. Select “Attach Documents” and be prepared to submit the required documents requested.

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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			
Choose File	No file chosen		Upload Document

Next

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Step 8. Select “Finish” and review your application. If everything looks good, select “Pay Fees” at the bottom of the screen and be ready to use a credit card to complete the application.

