



## Apply for a Handgun Qualification License (HQL)

### Step-by-Step Instructions:

1. Go to: <https://emdsp.mdsp.org/egov/Login.aspx>.
2. Create an account.
  - a. You will see a screen that says STEP1: 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.
    - i. Enter your date of birth, last name and in the Registration Code field enter "None"
    - ii. Click Search
  - b. You will then be brought to a screen to create an account. Fill in the information and click register
3. Log in using your new account.
4. Select the 'Initial Application' link in the middle of the page.
5. On the application type page from the drop-down menu select the following:
  - a. PROGRAM: Select 'Firearms Services'
  - b. LICENSE TYPE: Select 'HQL Standard' unless you have an exemption that we spoke about
  - c. APPLICATION METHOD: Select 'Application'
6. The demographics page is mostly personal information. When you get to the bottom you must enter the PCN number in the appropriate block on under the fingerprinting section. The PCN number can be found on your Live Scan receipt (or screenshot if you were printed at our class).
7. The next tab will be the prerequisite tab and this is where you enter the "relationship" to have your training validated. For the drop-down menus select the following:
  - a. Click "add"
  - b. RELATIONSHIP TYPE: Instructor Prereq
  - c. PROFESSION: Firearms Services
  - d. LICENSE TYPE: Qualified Handgun Instructor Certificate
  - e. LICENSE NUMBER: You will enter the QHIC number from your training certificate.
    - i. Click search and then click the name of your instructor
    - ii. Click 'COMPLETE'

8. The next page is a list of questions that you will answer yes or no and then click “SUBMIT
9. The next page is the FBI Privacy Act Statement. Read the page and then check the box and fill out your name and the date you are completing the application, then click “SAVE”.
10. The next page is the information release, read it and provide your name and the date you are completing the application. Then click “SAVE”
11. Next on the document upload page, you need to upload a copy of your certificate of completion. Click “CHOOSE FILE” find your file to upload and then click “UPLOAD DOCUMENT”, then make sure your certificate type is “CERTIFICATE” from the drop-down menu and then click “NEXT”.
12. The next page is the Application Summary. Please make sure all the information is correct and then click “PAY FEES”

