



## Apply for a Handgun Qualification License (HQL) - Military Training Exempt

### 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.
  - a. At the bottom of the page 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). Military training exempt are **NOT** fingerprint exempt.
  - b. Enter the DoD ID number from the back of your military CAC.
7. On the **Weapon Exemption Information** page, leave it blank and click the save button.
8. On the **Training and Certification Exemptions** page, click complete.
9. On the **Application Questions** page, answer all questions honestly and then click submit.
10. On the **Document Upload** page, upload your DD214 and click "Next". On the Application Summary page, check to make sure your information is correct and then click "Submit Application".
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