



# **MARYLAND STATE POLICE**

## **WEAR AND CARRY PORTAL**

### **USERS GUIDE**

**OCTOBER 2019**

**Version 1.0**



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# THE LICENSING PORTAL – WEAR AND CARRY (HANDGUN) PERMIT

## PURPOSE

The purpose of this section of the User's Guide is to provide an overview of the Handgun Permit sections of the Licensing Portal to the residents of Maryland who may be considering applying for a Maryland handgun permit.

## AUTHORITY

The **Maryland Code Annotated**, Public Safety Article §5–301, *et seq.* grants the Secretary of Maryland State Police the statutory authority to investigate and, if all criteria are satisfied, issue a Maryland wear and carry permit to an individual applying for said permit.

Public Safety Article §5–301 can be viewed by clicking the following link:

<http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=gps&section=5-301&ext=html&session=2020RS>



# ACCOUNT CREATION AND MANAGEMENT

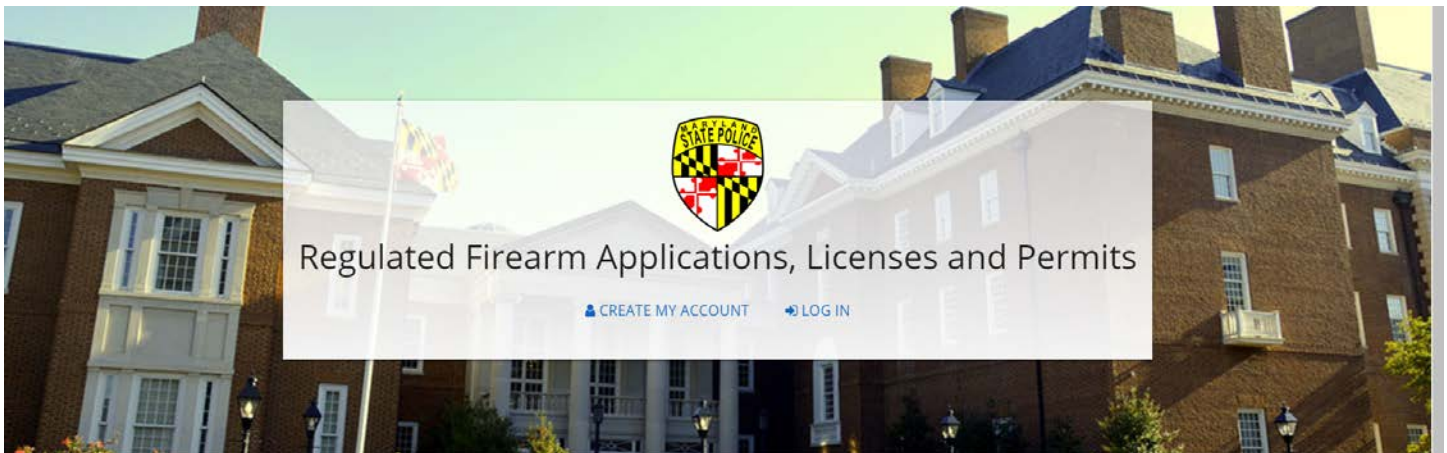
## INTRODUCTION

Before you can submit an application, you will need to create an account. Creating your account assists us with verifying your identity and ensures the safety of your personal demographics. Below are step by step instructions for creating your user account.

**Note: If you already have a Licensing Portal account associated with a regulated firearm portal account, you do not need to create a new account to apply for a wear and carry permit. Use your current login user name/email and password to login to your account. Account creation only needs to be performed once.**

## USER ACCOUNT

From the homepage of the Licensing Portal website (<https://licensingportal.mdsp.maryland.gov>), click “**Create My Account**”:





## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

After clicking **“Create My Account”**, you will reach the Account Registration screen. This screen will allow you to enter all of your demographic information. Once you have entered all of your information, click **“REGISTER”** to complete the registration process:

### Account Registration

Please complete the registration form below to set up your account. The account is free, and all information entered into your account is kept secure and confidential.

Please note that you must have an email address to create an account.

Required fields marked with an asterisk (\*)

First Name \* Middle Name Last Name \* Suffix

First Name is required

The email address used here must be one that you have access to. You will need to access it immediately after account creation to confirm/verify ownership of the email address before you can begin your application process.

Email \* Confirm Email \*

Password \* Confirm Password \*


**Password Requirements**  
Minimum 8 Characters.  
Contains both letters and numbers.  
Contains at least one upper case letter.  
Is not all numbers, all special characters, or all alphabetic characters.  
Does not contain leading or trailing blanks.

Date of Birth \* Gender Social Security Number Driver's License State\* Driver's License # \*

Home Phone Work Phone Mobile Phone

REGISTER

After you click **“REGISTER”**, the Registration Complete page will display and direct you to check your email for the Account Activation email:



Maryland State Police Licensing Portal

Maryland.gov Phone Directory State Agencies Online Services

HOME

### Registration Complete

Check your email inbox

Thank you for registering! We have sent you an email with a link to your new account. For security purposes, you must use this link the first time you access your account.

RETURN HOME



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

Upon receiving the Account Activation email, click the “**Activate My Account**” link:

● Account Activation ★

● **admin@MSPBridge.gov**

Today at 9:35 AM ★

To Verification

Hello Katrice,

Welcome to the Maryland State Police Licensing Portal. Your new account has been created in our system, but requires activation before it can be used.

To activate your account, please click on the link provided below:

[Activate My Account](#)

If you believe you have received this email in error, please contact the Maryland State Police Licensing Division at [emailaddress@maryland.gov] or at 410.653.#### as soon as possible.

Thank you,

The Maryland State Police

Once you click on the “**Activate My Account**” link, your Licensing Portal account will be verified and ready to use:

The screenshot shows the top navigation bar of the Maryland State Police Licensing Portal. On the left is the Maryland State Police logo. On the right are links for Maryland.gov, Phone Directory, State Agencies, and Online Services. Below the navigation bar, the page title "Maryland State Police Licensing Portal" is displayed next to a "HOME" button. The main content area features a yellow box with the heading "Account Activated" and the message: "Congratulations: your new account has been activated! Please click the Log In button, below, to access your personal Account Page." Below this message is a blue "LOG IN" button. At the bottom of the page, there is a "RETURN HOME" link.



# MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

## CHANGING YOUR USERID OR PASSWORD

To change your password, you will first need to login to your portal account:

Once you’ve logged in, select the **“Account”** tab located to the right of the **“Messages”** tab:

Application #	Date Forwarded	Status	Expiration
2019000016	09/27/2019	UNDER REVIEW MDSP	--



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

From the “**Account**” tab you will be able to change any of your account information or personal demographics. (ie. password, user name, driver’s license #, phone number, name etc.):



START NEW 77R APPLICATION

### Application for **Purchase of Regulated Firearms**

The 77R is the Maryland State Police Application and Affidavit to Purchase a Regulated Firearm.



RESUME HGP APPLICATION

START NEW HGP APPLICATION

### Application for **Handgun Permit**

Issued to an individual who demonstrates a good and substantial reason to wear and carry a firearm. Examples include, but are not limited to: business owners and employees, correctional officers, former police officers, and individuals requiring a firearm for personal protection.

77R APPLICATIONS HGP APPLICATIONS **2** MESSAGES ACCOUNT

**DONALD PICKLE**  
User ID: dpicklejr@gmail.com

CHANGE USER ID / EMAIL CHANGE PASSWORD

First Name *	Middle Name	Last Name *	Suffix
DONALD	RAY	PICKLE	JR

I have no middle name

Social Security Number	Date of Birth *	Gender
***-8888	01/01/1919	MALE

MM/DD/YYYY

Driver's License State*	Driver's License # *
Maryland	P123456789123

Home Phone: (410) 653 - 4512 Work Phone: Mobile Phone:

To change your password simply click on the “**Change Password**” button:

77R APPLICATIONS HGP APPLICATIONS **2** MESSAGES ACCOUNT

**DONALD PICKLE**  
User ID: dpicklejr@gmail.com

CHANGE USER ID / EMAIL CHANGE PASSWORD

First Name *	Middle Name	Last Name *	Suffix
DONALD	RAY	PICKLE	JR

I have no middle name

Social Security Number	Date of Birth *	Gender
***-8888	01/01/1919	MALE

MM/DD/YYYY

Driver's License State*	Driver's License # *
Maryland	P123456789123

Home Phone: (410) 653 - 4512 Work Phone: Mobile Phone:





## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

A pop-up window will appear to guide you through changing your password. You will be prompted to enter your Current Password, enter a New Password (be sure to adhere to the Password Requirements) and then Confirm the New Password. Once you’ve entered the requested items, click **“Submit”**:

The screenshot shows the 'ACCOUNT' tab selected in the top navigation bar. The user's name is Katrice Howard, with a user ID of lady\_bear2002@yahoo.com. There are buttons for 'CHANGE USER ID / EMAIL' and 'CHANGE PASSWORD'. The account details section includes fields for First Name (Katrice), Middle Name, Social Security Number, Date of Birth (10/23/1980), Driver's License State (Maryland), and Driver's License # (h640102938579). A Home Phone field shows (493) 739 - 5583. At the bottom of the account page are 'SAVE CHANGES' and 'UNDO CHANGES' buttons. A 'Change Password' pop-up window is centered on the screen, containing the following text and fields:

**Change Password**  
Please enter a new password for your account.

Current Password

New Password

Confirm New Password

**Password Requirements**

- Minimum 8 Characters.
- Contains both letters and numbers.

At the bottom of the pop-up window are 'CANCEL' and 'SUBMIT' buttons.



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

### FORGOTTEN PASSWORD

If you forget your password, you will need to reset it from the Portal login screen. Go to the Licensing Portal HOME page (<https://licensingportal.mdsp.maryland.gov>) and click the “LOG IN”. On the lower part of the login screen, below the login fields, click “FORGOT PASSWORD?”:

Maryland.gov Phone Directory State Agencies Online Services

Maryland State Police Licensing Portal HOME

Account Log In

User Name/Email  
katrice.howard@maryland.gov

Password  
\*\*\*\*\*

LOG IN

No account yet? [Click here to register!](#)

FORGOT PASSWORD?

RETURN HOME

You will now be prompted to enter your email address associated with your Portal account. Remember, the email address entered here must be the one you entered upon account creation:

Forgot Password

Please enter the email address associated with your account below.  
An email will be sent with a link to reset your password.

Email  
katrice.howard@maryland.gov

SUBMIT

BACK



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

When you submit the password change request, an email will be sent to the email address associated with your Portal account.

The screenshot shows the Maryland State Police Licensing Portal interface. At the top left is the Maryland State Police logo. To its right is the text "Maryland State Police Licensing Portal" and a blue "HOME" button. In the top right corner, there are links for "Maryland.gov", "Phone Directory", "State Agencies", and "Online Services". The main content area displays the message "Password Request Submitted" in a light yellow box. Below this box, there are two links: "RETURN HOME" and "LOG IN".

Check your email for the Account Request email. From the reset email message, click on the **Confirm Password Change** link.

The screenshot shows an email message titled "Account Request" from "admin@MSPBridge.gov" received "Today at 8:57 AM". The email content is as follows:

To: Verification

Hello Katrice,  
Our records indicate that you are attempting to change your password. To complete this change, please click on the link below:  
[Confirm Password Change](#)  
If you believe you have received this email in error, please contact the Maryland State Police Licensing Division at [emailaddress@maryland.gov] or at 410.653.#### as soon as possible.  
Thank you,  
The Maryland State Police

At the bottom of the email, there are links for "Reply, Reply All or Forward | More".



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

The link will bring you to the Reset Password page where you can now enter a new password. You will be asked for your userID/email address again, and then to enter your new password twice. Once all fields are filled, and meet the requirements given in the Reset Password box, click **“SUBMIT”**:

Reset Password

Please enter a new password for your account.

Password Requirements

- Minimum 8 Characters.
- Contains both letters and numbers.
- Contains at least one uppercase, and one lowercase letter.

User Name/Email	New Password	Confirm New Password
-----------------	--------------	----------------------

SUBMIT

[RETURN HOME](#)

## CHANGING YOUR EMAIL ADDRESS

You may choose to update or change the email address associated with your account on the Licensing Portal.

Click **“CHANGE USER ID/EMAIL”** on the ACCOUNT tab:

77R APPLICATIONS   HGP APPLICATIONS 2   MESSAGES   ACCOUNT

**DONALD PICKLE**  
user id: dpicklejr@gmail.com

[CHANGE USER ID / EMAIL](#)   [CHANGE PASSWORD](#)

First Name *	Middle Name	Last Name *	Suffix
DONALD	RAY	PICKLE	JR
<input type="checkbox"/> I have no middle name			
Social Security Number	Date of Birth *	Gender	
***-8888	01/01/1919	MALE	
MM/DD/YYYY			
Driver's License State*	Driver's License #*		
Maryland	P123456789123		
Home Phone	Work Phone	Mobile Phone	
(410) 653 - 4512			



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

---

The below pop-up will display prompting you to enter and confirm your new email address:

### Change User ID / Email

Please enter a new Email for your account. This will also change the email you enter to login.  
Current Email: dpicklejr@gmail.com

New Email \*

Confirm New Email \*

Please note that a change to the email address will require your authentication at both the new email address and at the old that the change you are attempting is legitimate.

Any applications submitted under the old userID/email address will be automatically associated with the new email address after authentication has been completed.



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### ACCOUNT LOG IN

From the **Account Activated** page (previous page) or from the Licensing Portal Home Page (below), click “**LOG IN**” to go to the **Account Log In** page:



On the **Account Log In** page, enter your User Name/Email (the email address you used to register), and the Password you used to create the account. Click “**LOG IN**”:

A screenshot of the Maryland State Police Licensing Portal. The header includes the logo, "Maryland State Police Licensing Portal", and navigation links for "Maryland map", "Phone Directory", "State Agencies", and "Online Services". A "HOME" button is in the top right. The main content area is titled "Account Log In" and contains a form with two input fields: "User Name/Email \*" and "Password \*". Below the form is a "LOG IN" button. At the bottom of the form area, there are links: "No account yet? [Click here to register!](#)", "[FORGOT PASSWORD?](#)", and "[RETURN HOME](#)".



# USER DASHBOARD

After successfully logging into the Licensing Portal, the first screen you will see is the User Dashboard (below). Applicants can start or resume 77R applications or Handgun Permit applications by selecting one of the large blue buttons in the center of the screen.

Below the start new/resume application buttons, there are four additional tabs available – “77R APPLICATIONS”, “HGP APPLICATIONS”, “MESSAGES” and “ACCOUNT”. You can tell which tab you’re currently viewing by noting which label is underlined. A numerical digit displayed to the right of a tab indicates that there are applications that need attention or that there are messages for you to review. In the below example, the 77R APPLICATIONS tab is being viewed, additionally there are three HGP applications that need attention and one message that needs to be reviewed:

The screenshot shows the Maryland State Police Licensing Portal interface. At the top, there is a navigation bar with the portal name and a 'LOG OUT' button. Below this, a welcome message 'Welcome, DONALD!' is displayed, followed by a brief instruction on how to use the dashboard. The main content area features two large blue buttons: 'START NEW 77R APPLICATION' and 'RESUME HGP APPLICATION' / 'START NEW HGP APPLICATION'. Below these buttons are sections for 'Application for Purchase of Regulated Firearms' and 'Application for Handgun Permit'. At the bottom, there is a navigation menu with tabs for '77R APPLICATIONS', 'HGP APPLICATIONS' (with a '3' indicator), 'MESSAGES (1)', and 'ACCOUNT'. The '77R APPLICATIONS' tab is active, showing a table with one application entry.

Application #	Date Forwarded	Status	Expiration
2019000016	09/27/2019	UNDER REVIEW MDSP	---

PRINT APPLICATION



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### 77R APPLICATIONS TAB

The **Application #** column provides the unique application number assigned to a 77R application when it is saved for the first time by a user.

The **Date Forwarded** column displays the date that the 77R application was received by the Licensing Division and therefore marks day one of the statutorily mandated seven-day waiting period.

The **Status** column provides the current status of the specific application as it moves through the submission, review and disposition process.

The **Expiration** column provides the date upon which a specific application will either be deleted from the system or set with an application status of Expired.

The buttons to the right of the columns display addition options for the specific application throughout the application process:

77R APPLICATIONS   HGP APPLICATIONS 3   MESSAGES (1)   ACCOUNT

Application #	Date Forwarded ▾	Status	Expiration	
2019000016	09/27/2019	UNDER REVIEW MDSP	--	<a href="#">PRINT APPLICATION</a>





## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### HGP APPLICATIONS TAB

The **Application #** column provides the unique application number assigned to a handgun permit application after it has been started by the applicant.

The **Status** column provides the current status of the specific application as it moves through the application process.

The **Accepted Date** column provides the date upon which a specific application has been accepted by the Licensing Division. A handgun permit application will not be accepted unless all required for submission documentation has been received and reviewed for accuracy and applicable application fees have been received.

The buttons to the right of the columns display additional options for the specific application throughout the application process.

In the below example, applications 19HGP000303 and 19HGP000305 are both in an UNSUBMITTED status. Both of these applications have been started, however, neither of them have been completed by the applicant and have yet to be submitted to the Licensing Division. Applicant 19HGP000279 is in an APPLICATION SHORTAGE status. This application was submitted to the Licensing Division, however, upon review of the application, it was discovered that one or more items required for submission were missing or incorrect:

779 APPLICATIONS   HGP APPLICATIONS **3**   MESSAGES (1)   ACCOUNT

Application #	Status	Accepted Date	
19HGP000305	UNSUBMITTED	--	<a href="#">RESUME APPLICATION</a> <a href="#">DELETE APPLICATION</a>
19HGP000279	APPLICATION SHORTAGE	--	<a href="#">CORRECT SHORTAGES</a> <a href="#">PRINT APPLICATION</a>
19HGP000303	UNSUBMITTED	--	<a href="#">RESUME APPLICATION</a> <a href="#">DELETE APPLICATION</a>



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### MESSAGES TAB

When an application changes status, the applicant will receive an email confirmation of that status change sent at the email address used to register/create an account with the Licensing Portal system. The applicant will also receive a copy of that confirmation email online, under the **MESSAGES** tab. The below example shows three messages for this user. To the right of the **APPLICATION HAS SHORTAGES** message for HGP Application 19HGP000279, you will see a **VIEW EMAIL CONTENT** link. Clicking this link will display the email message that was sent to the applicant.

77R APPLICATIONS   HGP APPLICATIONS **2**   MESSAGES   ACCOUNT

Search All Messages...

---

77R: Application 2019000016 Status Update  
09/27/2019 01:59 PM  
APPLICATION HAS BEEN SUBMITTED TO LICENSING DIVISION.

---

HGP: Application 19HGP000279 Status Update  
09/20/2019 01:03 PM  
APPLICATION HAS SHORTAGES. [VIEW EMAIL CONTENT](#)

---

HGP: Application 19HGP000279 Status Update  
09/19/2019 11:58 AM  
APPLICATION HAS BEEN SUBMITTED FOR REVIEW - PENDING.

Sent email content from the above example. Click **“OK”** to return to **MESSAGES**:

**Sent Email Content**

Dear DONALD,

Regarding Handgun Permit application number **19HGP000279**.

Your HGP application has been reviewed and placed into "Hold" status due to missing or incorrect documentation.

Please attach the following documentation to your application in the Licensing Portal:

Application Information  
The application has not been paid in full.  
Reference 2

Domestic Relationship Information  
Domestic Relationship:  
Need more information

If you have any 'Required for Submission' documents as shortages, you have 72 hours to address them.

Once you have successfully attached this documentation and resubmitted the application, it will be reviewed and verified by the Handgun Permit Section. If sufficient, you will then receive an email stating your application status has changed to "Application Accepted."

If you believe you have received this email in error, please contact the Maryland State Police Licensing Division at [msp.handgunpermits@maryland.gov](mailto:msp.handgunpermits@maryland.gov) or at 410.653.4500 as soon as possible.

OK



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### ACCOUNT TAB

A user may update or change their account information by accessing the **ACCOUNT** tab.

77R APPLICATIONS   HGP APPLICATIONS 2   MESSAGES   **ACCOUNT**

**DONALD PICKLE**  
User ID: dpicklejr@gmail.com

[CHANGE USER ID / EMAIL](#)   [CHANGE PASSWORD](#)

First Name\*   Middle Name   Last Name\*   Suffix  
DONALD   RAY   PICKLE   JR

I have no middle name

Social Security Number:   Date of Birth\*   Gender  
\*\*\*-\*\*-8888   01/01/1919   MALE

MM/DD/YYYY

Driver's License State\*   Driver's License #\*  
Maryland   P123456789123

Home Phone   Work Phone   Mobile Phone  
(410) 653 - 4512

Typically, accounts will be updated or changed for things like marriage or divorce, or for a phone number change.

You may choose to update or change the email address associated with your account on the Licensing Portal. Please note that a change to the email address will require your authentication at both the new email address and at the old email address that the change you are attempting is legitimate. Any applications submitted under the old userID/email address will be automatically associated with the new email address after authentication has been completed.

Instructions for changing your password and/or email address are given earlier in this document.



# STARTING A NEW HANDGUN PERMIT APPLICATION

To start a new handgun permit application, from the user dashboard, click “**START NEW HGP APPLICATION**”:

The dashboard features two main application paths:

- Application for Purchase of Regulated Firearms:** Includes a document icon and a button labeled "START NEW 77R APPLICATION". Below it, text states: "The 77R is the Maryland State Police Application and Affidavit to Purchase a Regulated Firearm."
- Application for Handgun Permit:** Includes a person icon and two buttons: "RESUME HGP APPLICATION" and "START NEW HGP APPLICATION". A blue arrow points to the "START NEW HGP APPLICATION" button. Below it, text states: "Issued to an individual who demonstrates a good and substantial reason to wear and carry a firearm. Examples include, but are not limited to: business owners and employees, correctional officers, former police officers, and individuals requiring a firearm for personal protection."

Navigation tabs at the bottom include: 77R APPLICATIONS, HGP APPLICATIONS (2), MESSAGES, and ACCOUNT.

Application #	Status	Accepted Date
19HGP000279	SUBMITTED (PENDING PAYMENT)	--

A "PRINT APPLICATION" button is located to the right of the table row.

## APPLICANT INFORMATION SECTION

When applying for your first handgun permit in the Licensing Portal, you will be required to enter all of your demographic information on the **Applicant Information** page of the application. For any applications submitted after your initial one, your demographic information will be prepopulated. Please be sure to review this information and make any relevant changes that may have occurred since your previous application:

The screenshot shows the "Applicant Information" page with the following details:

- Applicant Information:**
  - Last Name \*: PICKLE
  - First Name \*: DONALD
  - Middle Name \*: RAY
  - Suffix \*: JR
  - I have no middle name
- Current Residential Address:**
  - Street Address (P.O. Boxes will not be accepted) \*: 1111 REISTERSTOWN RD
  - Town/City \*: PIKESVILLE
- State and County:**
  - State \*: Maryland
  - County \*: Baltimore County
  - Zip Code \*: 21208
- Phone Numbers:**
  - Home Phone \*: (410) 653 - 4512
  - Work Phone
  - Mobile Phone
  - Fax

A yellow warning banner at the top states: "This account should be used by one person only. Do not share your login information with anyone."



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The **Livescan PCN #** will be located on the receipt that you received from your Livescan Fingerprint vendor. Once all required fields have been completed, click **“NEXT”** to move on to the **Application Information** section:

Livescan PCN #  
123456789

Are you a Maryland Qualified Handgun Instructor? \*

Yes  No

Are you a United States Citizen? \*

Yes

I am a naturalized Citizen. (NOTE: If Naturalized, attach a copy of your Naturalization paper.)

No (YOU MUST attach a copy of your Employment Authorization Card with this application.)

CANCEL

NEXT

## APPLICATION INFORMATION SECTION

In the **Application Information** section, the applicant will be required to select their handgun permit category or categories, any fee exemption qualifications and the type of application that they are submitting.

**Handgun Permit Category:** Select the permit category that best fits your request. Please note that multiple permit types may be selected, however, documentation to support each permit category will be required to complete the background investigation.

**Fee Exemption:** Select one of the two fee exemption boxes only if you qualify. Selecting a fee exemption when you do not qualify will cause your application to be delayed until the appropriate fee has been received. As per Maryland Public Safety Article 5-304 (d)(1)(2), a Maryland State, county, or municipal public safety employee who is required to carry, wear, or transport a handgun as a condition of governmental employment; OR a retired law enforcement officer of the State of Maryland or a county or municipal corporation of the State of Maryland is exempt from the application fee for a Maryland Handgun Permit.

**Application Types:** Select only one application type.

**Original:** The initial filing for a wear and carry permit from an individual. An original permit expires on the last day of the holder's birth month, following two years after the date the permit is issued.

**Renewal:** the filing for re-issue of an existing wear and carry permit that has not expired. A renewed permit expires on the last day of the holder's birth month, following three years after the date the permit is issued.

**Subsequent:** the filing for a different wear and carry permit type, in addition to an already existing wear and carry permit. A subsequent permit expires on the last day of the holder's birth month, following two years after the date the permit is issued.



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

**Replacement:** a request made by a wear and carry permit holder to replace an existing wear and carry permit, due to loss or theft, in accordance with the Annotated Code of Maryland 29.03.02.10 and 29.03.02.11. The replacement permit will be issued with the same expiration date as the permit being replaced.

**Modification:** the filing for change or alteration of an already existing wear and carry permit in accordance with Annotated Code of Maryland 29.03.02.11. A modified permit is issued with the same expiration date as the previously issued permit.

Once all applicable and required fields have been completed, click **“NEXT”** to move on to the **Questionnaire** section:

Maryland State Police Licensing Portal

SAVE & EXIT APPLICATION APPLICATION INSTRUCTIONS LOG OUT

Applicant Information Application Information Questionnaire Employment Domestic Relationship References Documents Summary Signature

### Handgun Permit Category

Please select the Category(ies) most applicable to your current application.

- Owner or Employee of a Business - Submit photocopies of a Trader's License, Business License, or other legal document to prove the existence of the business or organization.
- Assumed Risk Positions - Correctional Officers, Judges, State's Attorney, Assistant State's Attorney, and Elected Officials.
- Active or Former Law Enforcement - Law Enforcement (Active, Retired, or Resigned in good standing from a recognized law enforcement agency)
- Private Detective / Security Guard / Special or Railroad Police - All applicants who are employed as Private Detectives, Security Guards, Special Police, and Railroad Police, must submit a certification of qualification with a handgun from a Maryland State Police Certified Handgun Instructor on an MSP form. A copy of the form letter supporting "good and substantial reasons," ownership of weapon, and location where the weapon will be maintained is also required. (This form can be obtained from your employer).
- Personal Protection / Category Not Listed Above - There must be documented evidence of recent threats, robberies, and/or assaults, supported by official police reports or notarized statements from witnesses.

Documentation may not be redacted, with the exception of personal identifiers of customers or other third parties. Additional documentation may be required to complete your investigation.

### Fee Exemption

You may be exempt from the application fee if you are:

- A Maryland State, county or municipal public safety employee who is required to carry, wear, or transport a handgun as a condition of governmental employment; or
- A retired law enforcement officer of the State of Maryland or a county or municipal corporation of the State of Maryland.

As specified under Maryland Public Safety Article 5-304 (d)(1)(2), a Maryland State, county, or municipal public safety employee who is required to carry, wear, or transport a handgun as a condition of governmental employment; OR a retired law enforcement officer of the State of Maryland or a county or municipal corporation of the State of Maryland.

### Application Type

Please select one.

Original (\$75.00)  Renewal (\$50.00)  Subsequent (\$50.00)  Replacement (\$10.00)  Modification (\$10.00)

BACK NEXT

All required fields have not been filled out.

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## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### QUESTIONNAIRE SECTION

Complete all three pages of the **Questionnaire** section honestly and truthfully. Any **“Yes”** answers will open additional space for a detailed explanation (see question 2 below). Question 15 (reason for a handgun permit) requires a specific answer explaining why the applicant feels they need a handgun permit. Question 15 establishes the applicant’s statutorily mandated **“good and substantial”** reason for requesting a handgun permit. Once all three pages of the **Questionnaire** section and any required explanations have been completed, click **“NEXT”** to move on to the **Employment** section:

Maryland State Police Licensing Portal

SAVE & EXIT APPLICATION APPLICATION INSTRUCTIONS LOG OUT

Applicant Information Application Information **Questionnaire** Employment Domestic Relationship References Documents Summary Signature

Applicant Questionnaire

Step 1 Step 2 Step 3

Answer all of the following questions completely. Provide a detailed explanation for all "Yes" responses by including the date, circumstances, and/or charge if applicable. You must attach OFFICIAL court dispositions and any other documents necessary to fully answer question numbers 1 - 14 below to this application.

1. Have you ever been served with an ex-parte or protection order for domestic violence?  
 Yes  No

2. Have you ever been ARRESTED for a violation of any criminal law?  
 Yes  No

Provide detailed explanation: 0 / 2500

3. Have you ever been CHARGED for a violation of any criminal law?  
 Yes  No

4. Have you ever been CONVICTED for a violation of any criminal law?  
 Yes  No

5. Have you ever been served with a criminal summons?  
 Yes  No



# MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

Applicant Information Application Information **Questionnaire** Employment Domestic Relationship References Documents Summary Signature

Applicant Questionnaire

Step 1 Step 2 Step 3

Answer all of the following questions completely. Provide a detailed explanation for all "Yes" responses by including the date, circumstances, and/or charge if applicable. You must attach OFFICIAL court dispositions and any other documents necessary to fully answer question numbers 1 - 14 below to this application.

6. Are you currently on parole or probation or mandatory supervision?  
 Yes  No

7. Have you ever been confined or committed, including voluntary commitment, to a mental institution or hospital for treatment of a mental disorder or disorders?  
 Yes  No

8. Are you currently, or have you ever been, addicted to alcohol; or, are you currently being treated for alcoholism?  
 Yes  No

9. Are you addicted to or have you ever been addicted to controlled dangerous substances?  
 Yes  No

10. Are you currently being treated, or have you ever been treated, for an addiction to controlled dangerous substances?  
 Yes  No

BACK NEXT

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Maryland State Police Licensing Portal

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Applicant Information Application Information **Questionnaire** Employment Domestic Relationship References Documents Summary Signature

Applicant Questionnaire

Step 1 Step 2 Step 3

Answer all of the following questions completely. Provide a detailed explanation for all "Yes" responses by including the date, circumstances, and/or charge if applicable. You must attach OFFICIAL court dispositions and any other documents necessary to fully answer question numbers 1 - 15 below to this application.

11. Have you ever been employed as a Police Officer? (Does not include being a Special Police Officer)  
 Yes  No

12. Has your handgun permit, license, certification, or registration in Maryland or any other state or jurisdiction ever been denied, suspended, revoked, or terminated?  
 Yes  No

13. Have you ever been a member of the United States Armed Forces? If you answered yes, you will need to attach a copy of your DD-214 as part of the application process.  
 Yes  No

14. Are you an armored car guard?  
 Yes  No

15. Reason for a Handgun Permit (Be Specific):

0 / 2500





## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### EMPLOYMENT SECTION

Please indicate if you have been employed within the past five years, this includes self-employment. If you have not been employed in the past five years, select “No” and click “NEXT”:

Maryland State Police Licensing Portal

SAVE & EXIT APPLICATION APPLICATION INSTRUCTIONS LOG OUT

Applicant Information Application Information Questionnaire Employment Domestic Relationship References Documents Summary Signature

Have you been employed within the past 5 years?

Yes  No

BACK NEXT

If you selected “Yes”, indicating that you have been employed within the past five years, an **Employment Details** screen will appear. Click “+ ADD EMPLOYER” to add your current and/or previous employers:

Maryland State Police Licensing Portal

SAVE & EXIT APPLICATION APPLICATION INSTRUCTIONS LOG OUT

Applicant Information Application Information Questionnaire Employment Domestic Relationship References Documents Summary Signature


Employment Details

Have you been employed within the past 5 years?

Yes  No

List all current and past employers for the last five (5) years.

+ ADD EMPLOYER

Employer Name	Employer Address	Employment Start Date	Employment End Date
 No employers have been entered. Click "Add Employer" to add a employers to the application.			

BACK NEXT

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f t y



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

Complete all required fields about your current/previous employment. If you are still employed with an employer, check the **“Currently Employed”** box. Once all information is complete, click **“SAVE”** to return to the previous screen.

**Employment Details**

Have you been employed within the past 5 years?  
 Yes  No

**Employment Information**

Name of Employer: \*      Employment Start Date \* (MM/DD/YYYY)      Employment End Date \*  
 Currently Employed

Employer Address \*      City \*      State \*      Zip Code \*

Position/Job Duties \*      Supervisor's Name \*      Phone Number \*

Reason for Leaving \*

CANCEL      SAVE

If you must add additional employers, click **“+ ADD EMPLOYER”** and repeat the above process. You must add each employer that you have been employed with in the past five years. If no additional employers are required, click **“NEXT”** to move on to the **Domestic Relationship** section:

**Employment Details**

Have you been employed within the past 5 years?  
 Yes  No

List all current and past employers for the last five (5) years.

[+ ADD EMPLOYER](#)

Employer Name	Employer Address	Employment Start Date	Employment End Date	
TEST 2	Street Address: 1111 REISTERSTOWN RD. City: PIKESVILLE, State: MARYLAND, Zip Code: 21208	01/01/2019	Currently Employed	<a href="#">EDIT</a> <a href="#">REMOVE</a>
TEST 1	Street Address: 123. City: PIKESVILLE, State: MARYLAND, Zip Code: 21208	01/01/2014	12/31/2018	<a href="#">EDIT</a> <a href="#">REMOVE</a>

BACK      **NEXT**      GO TO SUMMARY



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### DOMESTIC RELATIONSHIP SECTION

Please list your closest domestic relationship such as your current spouse, significant other, or cohabitant or, if not applicable, list any former spouse within the past five years. Once all required information is completed, click “NEXT”. If none of the previous examples apply to you, check the “Not Applicable” box and click “NEXT”:

The screenshot shows the 'Domestic Relationship' section of the Maryland State Police Licensing Portal. The page has a dark header with the portal name and navigation links. Below the header is a breadcrumb trail with 'Domestic Relationship' highlighted. The main content area contains a form with the following fields:

- Not Applicable
- Spousal/Significant Other/Cohabitant Name \* (text input)
- Email (text input)
- Nature of Relationship \* (text input)
- Length of Relationship \* (text input)
- Residence Phone Number \* (text input)
- Work Phone Number \* (text input)
- Cellular Phone Number \* (text input)

At the bottom of the form are 'BACK' and 'NEXT' buttons. The footer contains contact information and social media icons.



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### APPLICATION REFERENCES SECTION

Please submit the names of at least three reputable citizens who have known you for more than two (2) years. References cannot be related to you in any way. Click “+ ADD REFERENCE” to display the Applicant Reference page:


Maryland State Police Licensing Portal

SAVE & EXIT APPLICATION APPLICATION INSTRUCTIONS LOG OUT

Applicant Information Application Information Questionnaire Employment Domestic Relationship **References** Documents Summary Signature

#### Application References

Pursuant of the provisions of Maryland Law, submit the names of at least 3 reputable citizens who have known you, the applicant, for more than two (2) years, and are not related in any way to you, the applicant.

Full Name	Email	Phone Number
 No reference have been entered. Click *Add Reference* to add a reference to the application.		

BACK NEXT GO TO SUMMARY

At least 3 references are required.

Complete all of the required fields and click “SAVE”:

Maryland State Police Licensing Portal

SAVE & EXIT APPLICATION APPLICATION INSTRUCTIONS LOG OUT

Applicant Information Application Information Questionnaire Employment Domestic Relationship **References** Documents Summary Signature

#### Application Reference

Full Name: \* Email

Street Address \* Apt#/Suite City \* State \* Zip Code \*

Name of Employer \*

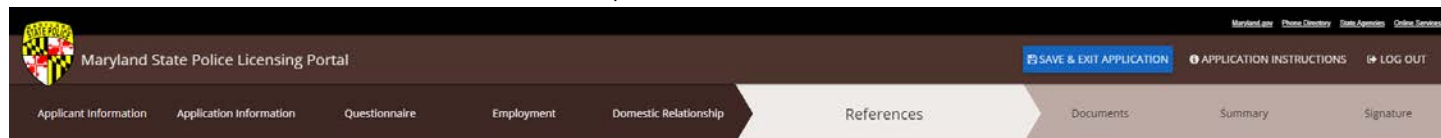
Residence Phone Number \* Employer's Phone Number \* Cellular Phone Number \*

CANCEL SAVE



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

Repeat the above process until the required three references have been entered. Additional references may be submitted. Once all references have been entered, click “NEXT”:



### Application References

Pursuant to the provisions of Maryland Law, submit the names of at least 3 reputable citizens who have known you, the applicant, for more than two (2) years, and are not related in any way to you, the applicant.

+ ADD REFERENCE			
Full Name	Email	Phone Number	
REF TEST 3RD	N/A	Cellular Phone#: (123) 456 - 7890	<a href="#">EDIT</a> <a href="#">REMOVE</a>
REF TEST 2ND	N/A	Employer's Phone#: (410) 123 - 4567	<a href="#">EDIT</a> <a href="#">REMOVE</a>
REF TEST	N/A	Residence Phone#: (410) 456 - 7890	<a href="#">EDIT</a> <a href="#">REMOVE</a>

[BACK](#) [NEXT](#) [GO TO SUMMARY](#)

## DOCUMENTS SECTION

On the **Upload Documents** page, you will find two types of document requirements:

- Required for Submission Documents** – documents that are required at time of submission of your application. Failure to submit these documents will result in the application being rejected by the Licensing Division and returned to the applicant. The applicant will then be required to upload the missing documents and re-submit the application. These documents include the following:
  - PASSPORT SIZE PHOTO**
  - CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION**
  - LIVE-SCAN FINGERPRINT RECEIPT**
- Required for Investigation Documents** – documents that will be required in order to complete the handgun permit background investigation. By law, these documents are not required for the submission of a handgun permit application, however, failure to provide these documents at the time of submission will prolong the application process.

Document formats acceptable for uploading include the following:

- PDF
- JPG
- JPEG
- PNG
- DOC
- DOCX



# MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

File sizes are limited to a maximum size of 5MB. Additional instructions for uploading files is located in the following sections:

Maryland State Police Licensing Portal

SAVE & EXIT APPLICATION APPLICATION INSTRUCTIONS LOG OUT

Applicant Information Application Information Questionnaire Employment Domestic Relationship References Documents Summary Signature

### Upload Documents

Based on the selections made in the application process, these are the documents recommended to upload prior to submission. Please be aware that failure to attach the required documents before submission to MSP will delay the processing of your application.

You may upload any .PDF, .JPG, .JPEG, .PNG, .DOC, or .DOCX file up to 5MB in size.

You must click the 'ATTACH DOCUMENT' button to upload/attach.

### Required for Submission Documents:

The document(s) listed here are required for submission of your application.

Document Type	Description	File Name	
PASSPORT SIZE PHOTO	PHOTOGRAPHS MUST BE 2"X2" HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.	N/A	ATTACH DOCUMENT
CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION	SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MSP 29-14) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. (16-HOUR HANDGUN TRAINING COURSE)	N/A	<input type="text" value="Search Qualified Handgun Instructor"/> <input type="checkbox"/> I am exempt from the training requirement
FINGERPRINTS	ALL "ORIGINAL" AND "SUBSEQUENT" APPLICATIONS REQUIRE FBI AND CJS FINGERPRINT SUBMISSIONS. PLEASE ATTACH A COPY OF YOUR LIVE-SCAN FINGERPRINT RECEIPT.	N/A	ATTACH DOCUMENT

### Required for Investigation Documents:

The document(s) listed here are required for completion of the Handgun Permit background investigation. Please be aware that providing these documents at the time your application is submitted may reduce the time needed to process your application.

+ ADD NEW DOCUMENT

Document Type	Description	File Name	
COPY OF TRADERS LICENSE OR BUSINESS LICENSE	THIS IS REQUIRED IF YOU ARE APPLYING AS AN OWNER OR EMPLOYEE OF A BUSINESS OR FOR PROFESSIONAL ACTIVITIES.	N/A	ATTACH DOCUMENT
PROOF OF BUSINESS / ORGANIZATION EMPLOYMENT	A LETTER FROM THE APPLICANT'S EMPLOYER/ORGANIZATION ON BUSINESS STATIONERY IS REQUIRED. THE LETTER MUST EXPLICITLY STATE THAT THE EMPLOYER IS REQUESTING THAT THE APPLICANT CARRY A HANDGUN WHILE CONDUCTING BUSINESS ACTIVITIES. THIS LETTER MUST ALSO DESCRIBE, IN DETAIL, THE NATURE OF THE BUSINESS ACTIVITIES THAT WOULD NECESSITATE THAT THE APPLICANT CARRY A HANDGUN. PROOF OF EMPLOYMENT IS REQUIRED FOR INDIVIDUALS CONDUCTING BUSINESS ACTIVITIES AS AN EMPLOYEE OF A BUSINESS. ACCEPTED FORMS OF DOCUMENTATION INCLUDE A RECENT W-2, W-9, PAYCHECK STUB, OR OTHER OFFICIAL DOCUMENT(S). FOR INDIVIDUALS CONDUCTING VOLUNTEER BUSINESS ACTIVITIES FOR CHARITABLE, 501(C)(3) ORGANIZATIONS	N/A	ATTACH DOCUMENT

BACK NEXT





## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

### PASSPORT SIZE PHOTOGRAPH INSTRUCTIONS

Passport Size Photograph Requirements: Photographs must be 2 X 2 inches or a maximum of 600 pixels wide by 600 pixels high. Photographs shall be head and shoulder passport type with a white background, full face with no hats or dark glasses.

NOTE: For applicants wishing to convert their photographs directly from their iPhone or Android smartphones, there are various apps in the Apple App Store and Google Play Store for this purpose. It is recommended to search for “passport photo”. You can use the links below from your smartphone to access the respective app store:

Apple App Store: <http://itunes.com/apps>

Google Play Store: <http://play.google.com/apps>

Applicants may also use a personal computer (PC) to crop a photograph to the above size requirements. Applicants needing assistance editing a photograph may utilize the U.S. Department of State Photo Tool by following the instructions below:

1. Using either the Internet Explorer or Microsoft Edge web browser, access the U.S. Department of State’s official Passport Photo website at the link below:

<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>

2. Click on the link labeled “**Photo Tool**” under the “**Already have a photo?**” section on the right:

Travel State Gov > U.S. Passports > Passport Requirements > Passport Photos

Print Email Facebook Twitter + More

Passport Photos

You must provide one photo with your passport application.

All our photo policies apply to both adults and children under age 16. We have a few exceptions to our photo policies for infants.

Photo Basics

1. Submit a color photo, taken in last 6 months
2. Use a clear image of your face. Do not use filters commonly used on social media.
3. Have someone else take your photo. No selfies.
4. Take off your eyeglasses for your photo.

Already have a photo?

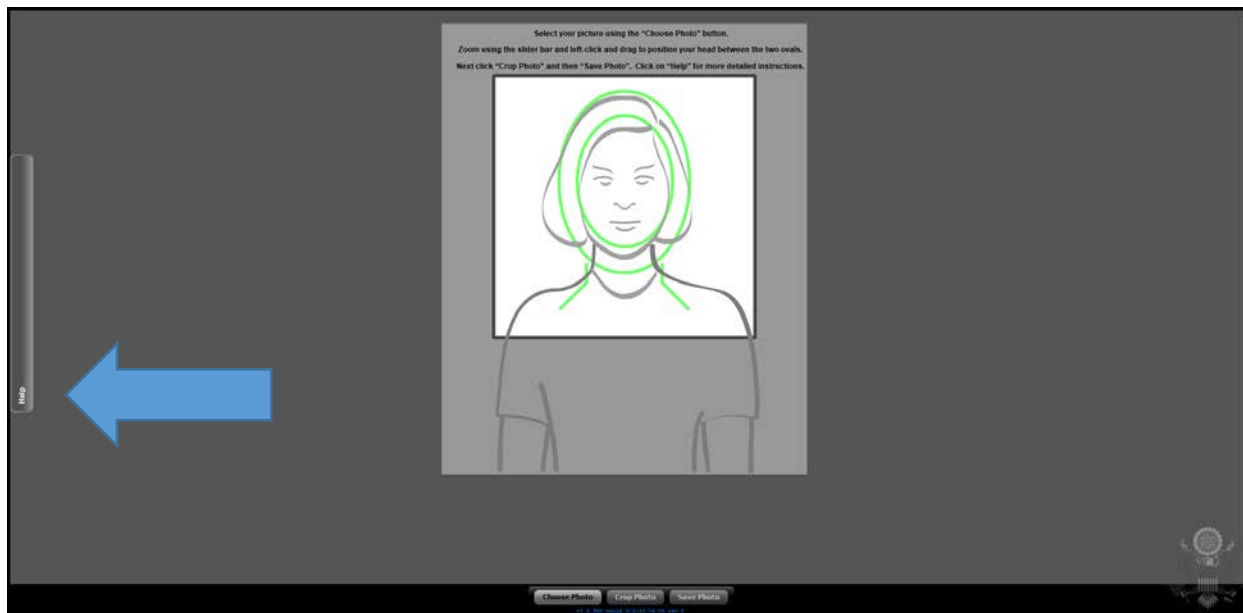
Crop your photo to the right size using our [Photo Tool](#).

This tool only works when browsing with Edge and Internet Explorer.

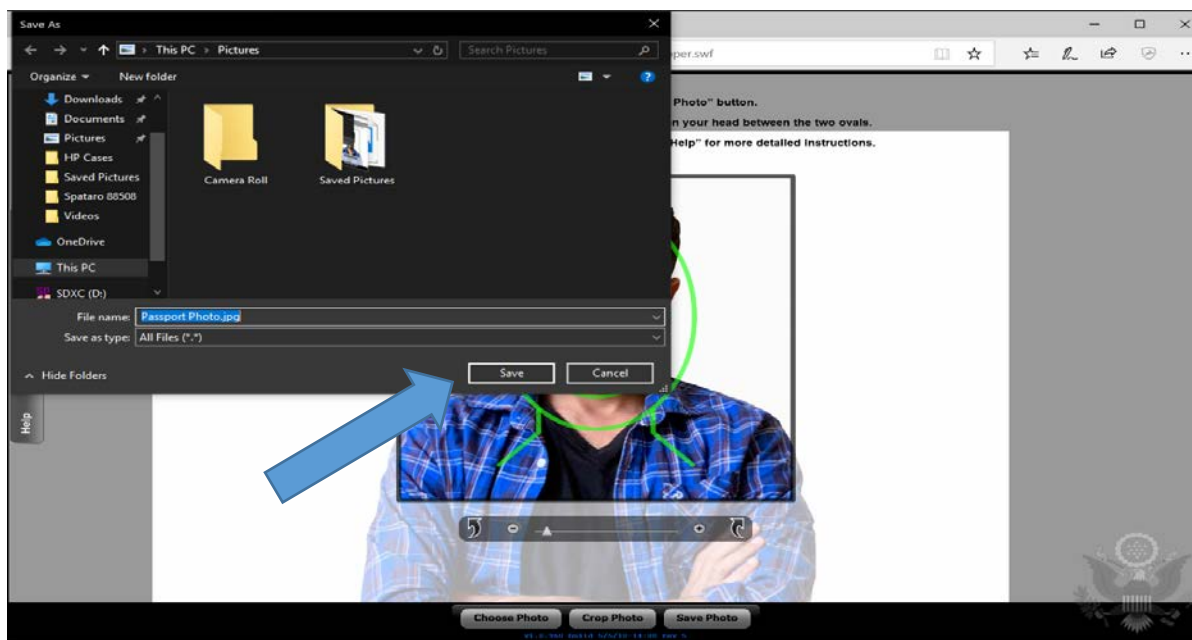


## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

- Once the Photo Tool loads, follow the instructions at the top of the screen to select, position and crop the photograph. If more detailed instructions are required, click the **“Help”** button on the left side of the screen:



- Once you have completed the edits to your photograph, click **“Save Photo”**. Choose a filename and location to store your photograph on your computer. This will be the same location you will select when prompted to upload your photograph into the Handgun Permit Portal. The filename **MUST** end with **“.jpg”** to save correctly. In this example, the filename is **“Passport Photo.jpg”** and it is being saved in **“Pictures”** on a Windows 10 computer. Click **“Save”**:







## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

- On the **Documents** page of the Handgun Permit Application, click the blue button marked “**ATTACH DOCUMENT**” next to “**PASSPORT SIZE PHOTO**” in the Required Documents List:

Required for Submission Documents:

The document(s) listed here are required for submission of your application.

Document Type	Description	File Name	
PASSPORT SIZE PHOTO	PHOTOGRAPHS MUST BE 2"X2" HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.	N/A	<a href="#">ATTACH DOCUMENT</a>
CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION	SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MSP 29-14) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. <b>(16-HOUR HANDGUN TRAINING COURSE)</b>	N/A	<input type="text" value="Search Qualified Handgun Instructor"/> <input type="checkbox"/> I am exempt from the training requirement
FINGERPRINTS	ALL "ORIGINAL" AND "SUBSEQUENT" APPLICATIONS REQUIRE FBI AND CJIS FINGERPRINT SUBMISSIONS. PLEASE ATTACH A COPY OF YOUR LIVE-SCAN FINGERPRINT RECEIPT.	N/A	<a href="#">ATTACH DOCUMENT</a>

- Locate and select your photograph, then click “Open”. The photograph will upload to the Portal:

The screenshot shows a Windows File Explorer window open to the 'Pictures' folder. A file named 'Passport Photo' is selected. A blue arrow points from the 'Open' button in the File Explorer to the 'ATTACH DOCUMENT' button in the portal's document list. The portal's document list is visible in the background, showing the 'PASSPORT SIZE PHOTO' document type with its description and the 'ATTACH DOCUMENT' button.

**IMPORTANT: The Portal will only accept Passport Photos with a maximum resolution of 600x600 pixels. The U.S. Department of State cropping tool automatically saves images at the 600x600 pixel limit. Do not change your image file once it is saved from the photo tool.**



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

### CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION

In this section, please use the **Search Qualified Handgun Instructor** list to locate the qualified handgun instructor who provided your handgun training course instruction. If you qualify for a training exemption, please select the **“I am exempt from the training requirement”** box located below the **Search Qualified Handgun Instructor** box.

Documentation of your training exemption will be required to be attached to the application:

#### Required for Submission Documents:

The document(s) listed here are required for submission of your application.

Document Type	Description	File Name	
PASSPORT SIZE PHOTO	PHOTOGRAPHS MUST BE 2"X2" HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.	HGP PHOTO.JPG	<a href="#">✕ REMOVE</a>
CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION	SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MSP 29-14) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. <b>(16-HOUR HANDGUN TRAINING COURSE)</b>	N/A	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <input type="text" value="Search Qualified Handgun Instructor"/> </div> <input type="checkbox"/> I am exempt from the training requirement



Once you have selected your qualified handgun instructor, the **“ATTACH DOCUMENT”** button will appear:

#### Required for Submission Documents:

The document(s) listed here are required for submission of your application.

Document Type	Description	File Name	
PASSPORT SIZE PHOTO	PHOTOGRAPHS MUST BE 2"X2" HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.	HGP PHOTO.JPG	<a href="#">✕ REMOVE</a>
CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION	SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MSP 29-14) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. <b>(16-HOUR HANDGUN TRAINING COURSE)</b>	N/A	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <input type="text" value="Search Qualified Handgun Instructor"/> </div> <ul style="list-style-type: none"> <li>ALLEN BOBBY (QHIL-2014-0076)</li> <li>ALLEN FLOYD (QHIC-2016-0139)</li> <li>ALSTON ANDRE (QHIC-2019-0092)</li> <li>ALSTON BRIAN (QHIC-2019-0082)</li> </ul>
FINGERPRINTS	ALL "ORIGINAL" AND "SUBSEQUENT" APPLICATIONS REQUIRE FBI AND CJS FINGERPRINT SUBMISSIONS. PLEASE ATTACH A COPY OF YOUR LIVE-	N/A	



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

See the following section for document attachment instructions.

### Required for Submission Documents:

The document(s) listed here are required for submission of your application.

Document Type	Description	File Name	
PASSPORT SIZE PHOTO	PHOTOGRAPHS MUST BE 2"X2" HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.	HGP PHOTO.JPG	<a href="#">✕ REMOVE</a>
CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION	SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MSP 29-14) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. <b>(16-HOUR HANDGUN TRAINING COURSE)</b>	N/A	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ALLEN FLOYD (QHIC-2016-013) <span style="float: right;">✕</span></div> <input type="checkbox"/> I am exempt from the training requirement <div style="background-color: #0070c0; color: white; padding: 5px; display: inline-block; margin-top: 5px;"><a href="#">ATTACH DOCUMENT</a></div>



## ATTACHING DOCUMENTS

From the **Upload Documents** section, identify the document type that you wish to attach and click **“ATTACH DOCUMENT”**. In this example we will attach the certificate of handgun training:

### Required for Submission Documents:

The document(s) listed here are required for submission of your application.

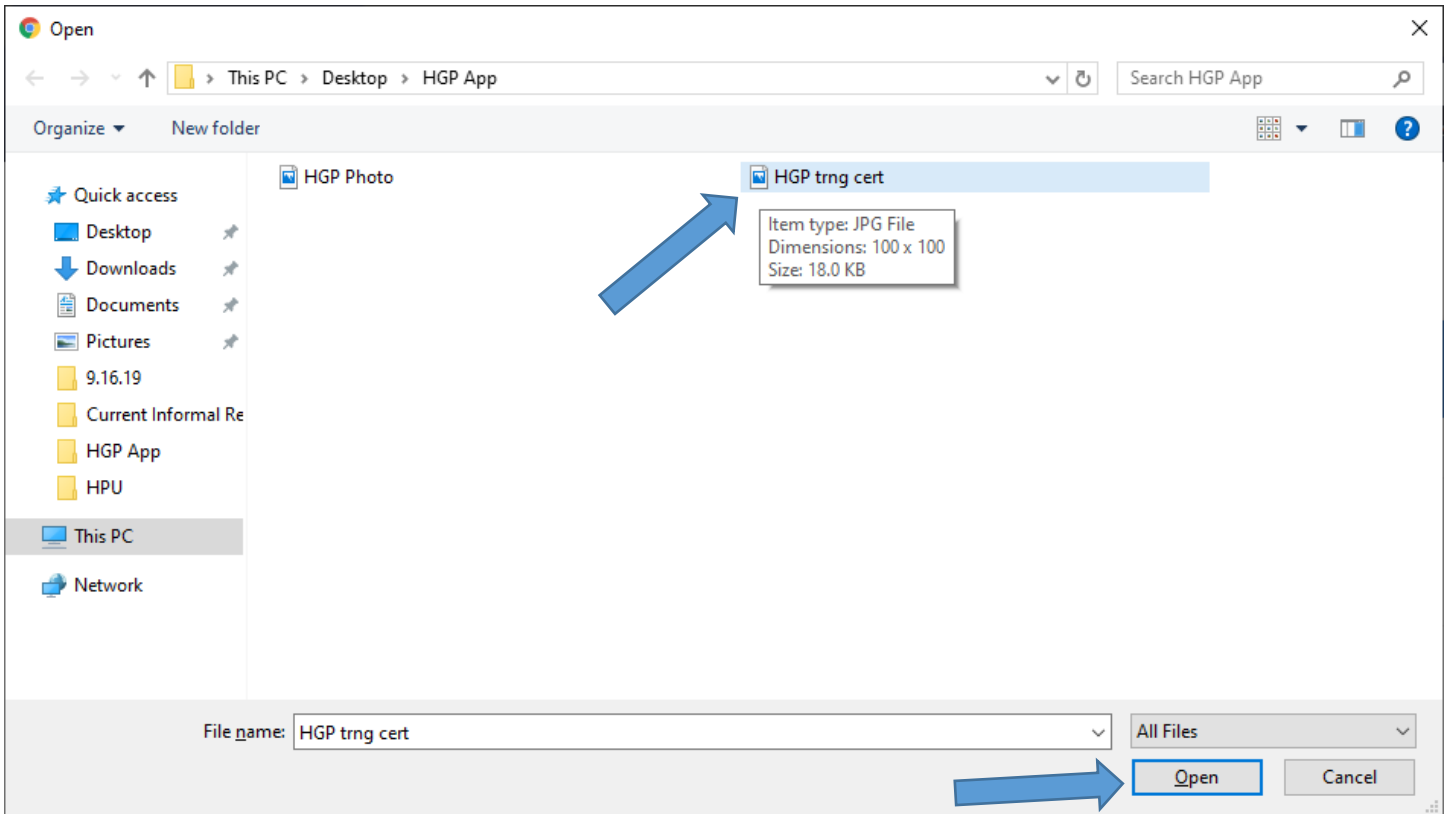
Document Type	Description	File Name	
PASSPORT SIZE PHOTO	PHOTOGRAPHS MUST BE 2"X2" HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.	HGP PHOTO.JPG	<a href="#">✕ REMOVE</a>
CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION	SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MSP 29-14) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. <b>(16-HOUR HANDGUN TRAINING COURSE)</b>	N/A	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ALLEN FLOYD (QHIC-2016-013) <span style="float: right;">✕</span></div> <input type="checkbox"/> I am exempt from the training requirement <div style="background-color: #0070c0; color: white; padding: 5px; display: inline-block; margin-top: 5px;"><a href="#">ATTACH DOCUMENT</a></div>





## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

Locate your training certificate file on your computer, select the training certificate file and click “Open”:



The file (HGP TRNG CERT.JPG) has been successfully upload to the application:

### Required for Submission Documents:

The document(s) listed here are required for submission of your application.

Success! - Upload successful! ✕

Document Type	Description	File Name	
CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION	SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MSP 29-14) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. (16-HOUR HANDGUN TRAINING COURSE)	HGP TRNG CERT.JPG	Qualified Handgun Instructor: FLOYD ALLEN (QHIC-2016-0139) <input type="checkbox"/> I am exempt from the training requirement ✕ REMOVE
PASSPORT SIZE PHOTO	PHOTOGRAPHS MUST BE 2"X2" HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.	HGP PHOTO.JPG	✕ REMOVE



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

If an incorrect file was uploaded, click “**REMOVE**” and repeat the above process to attach the correct file:

### Required for Submission Documents:

The document(s) listed here are required for submission of your application.

Document Type	Description	File Name	
CERTIFICATE OF HANDGUN TRAINING OR DOCUMENTATION OF EXEMPTION	SUBMIT DOCUMENTATION OF TRAINING EXEMPTION OR A QUALIFICATION SCORE SHEET (MSP 29-14) SIGNED BY A QUALIFIED HANDGUN INSTRUCTOR CERTIFIED BY THE MD STATE POLICE. (16-HOUR HANDGUN TRAINING COURSE)	HGP TRNG CERT.JPG	<p><b>Qualified Handgun Instructor:</b> FLOYD ALLEN (QHIC-2016-0139)</p> <input type="checkbox"/> I am exempt from the training requirement
PASSPORT SIZE PHOTO	PHOTOGRAPHS MUST BE 2"X2" HEAD AND SHOULDER PASSPORT TYPE WITH A WHITE BACKGROUND, FULL FACE, NO HAT, NO DARK GLASSES.	HGP PHOTO.JPG	<p><b>✕ REMOVE</b></p> <p><b>✕ REMOVE</b></p>
FINGERPRINTS	ALL "ORIGINAL" AND "SUBSEQUENT" APPLICATIONS REQUIRE FBI AND CJIS FINGERPRINT SUBMISSIONS. PLEASE	N/A	<p><b>ATTACH DOCUMENT</b></p>

Once all documents have been attached, click “**NEXT**” to move on to the **Application Summary** page:

### Required for Investigation Documents:

The document(s) listed here are required for completion of the Handgun Permit background investigation. Please be aware that providing these documents at the time your application is submitted may reduce the time needed to process your application.

+ ADD NEW DOCUMENT			
Document Type	Description	File Name	
VERIFICATION OF EMPLOYMENT	SUBMIT DOCUMENTATION OF YOUR TENURE IN AN ASSUMED RISK POSITION. THIS SHOULD INCLUDE A LETTER FROM YOUR EMPLOYER DOCUMENTING YOU ARE EITHER ACTIVE, RETIRED OR HAVE RESIGNED IN GOOD STANDING, OR OTHER DOCUMENTATION VERIFYING YOUR TENURE IN AN ASSUMED RISK POSITION.	HGP VERI OF EMP.JPG	<p><b>✕ REMOVE</b></p>

BACK

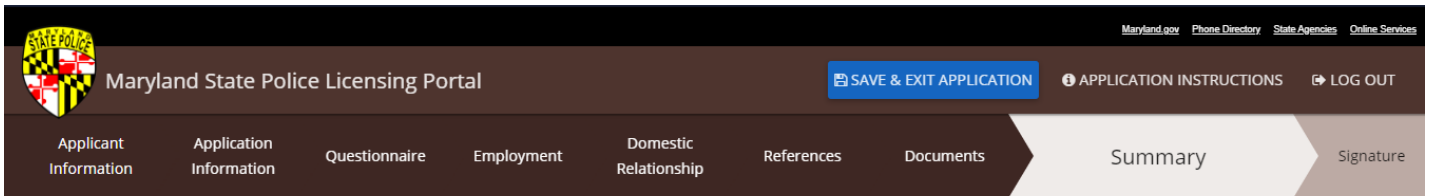
NEXT



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### APPLICATION SUMMARY

The **Application Summary** page displays a snapshot of all of the sections of the application and if they have been completed or not. Any required information or documents that are missing will be displayed with a **“INCOMPLETE”** message noted in red. In the below example you can see that all three of the **REFERENCES** have not been completed. Clicking on the red **“INCOMPLETE”** button will take you directly to that section of the application:



### Application Summary

To submit your application, you must provide the missing or incomplete required information in the areas listed below.

APPLICANT INFORMATION	COMPLETE ✓
APPLICATION INFORMATION	COMPLETE ✓
QUESTIONNAIRE	COMPLETE ✓
EMPLOYMENT INFORMATION	COMPLETE ✓
DOMESTIC RELATIONSHIP	COMPLETE ✓
REFERENCES	INCOMPLETE (3) ✖
Reference 1 is missing.	
Reference 2 is missing.	
Reference 3 is missing.	
DOCUMENTS	COMPLETE ✓

BACK

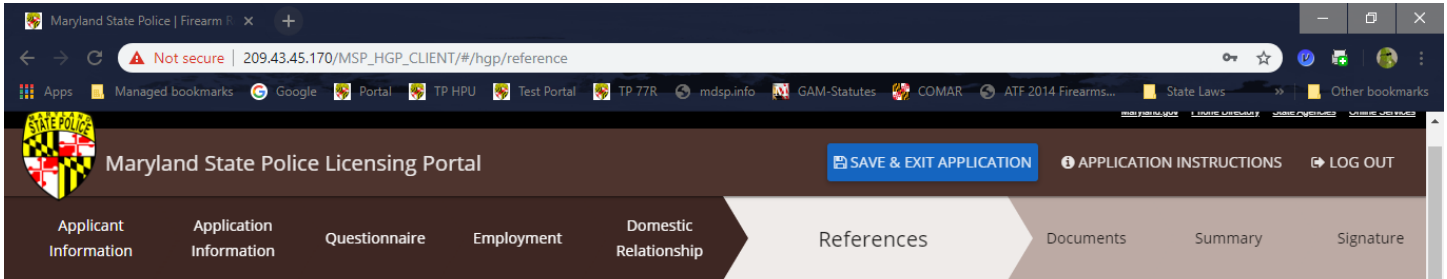
NEXT





## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

Once all requirements for the incomplete section of the application have been completed, you can click “**GO TO SUMMARY**” to return to the **Application Summary** page:



### Application References

Pursuant of the provisions of Maryland Law, submit the names of at least 3 reputable citizens who have known you, the applicant, for more than two (2) years, and are not related in any way to you, the applicant.

+ ADD REFERENCE		
Full Name ▾	Email	Phone Number
TEST 3	TESTOR@GMAIL.COM	Residence Phone#: (123) 456 - 7890 <a href="#">EDIT</a> <a href="#">REMOVE</a>
TEST 2	TEST2@GMAIL.COM	Residence Phone#: (410) 123 - 4567 <a href="#">EDIT</a> <a href="#">REMOVE</a>
TEST 1	TEST1@TESTCO.COM	Residence Phone#: (410) 653 - 4500 <a href="#">EDIT</a> <a href="#">REMOVE</a>

[BACK](#)

[NEXT](#)

[GO TO SUMMARY](#)





## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

Now that all application requirements have been met, the **Application Summary** now displays “**COMPLETE**” for all sections. Click “**NEXT**” to move on to the **Authorization of Release of Information** and **Signature** page:

Maryland.gov Phone Directory State Agencies Online Services

Maryland State Police Licensing Portal

SAVE & EXIT APPLICATION APPLICATION INSTRUCTIONS LOG OUT

Applicant Information Application Information Questionnaire Employment Domestic Relationship References Documents Summary Signature

### Application Summary

Your Application is Complete ✓

APPLICANT INFORMATION	COMPLETE ✓
APPLICATION INFORMATION	COMPLETE ✓
QUESTIONNAIRE	COMPLETE ✓
EMPLOYMENT INFORMATION	COMPLETE ✓
DOMESTIC RELATIONSHIP	COMPLETE ✓
REFERENCES	COMPLETE ✓
DOCUMENTS	COMPLETE ✓

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NEXT

Contact Us Terms Of Use Privacy Disclaimer  
1201 Reisterstown Road, Pikesville, MD 21208  
(410) 653.4200 | (800) 525.5555 | (410) 486.0677 (TDD)







## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### AUTHORIZATION OF RELEASE OF INFORMATION AND SIGNATURE

Please review the **Authorization of Release of Information** and click on the box to the affirm your consent. At the bottom of the page enter your First Name and Last Name exactly as is was entered on the Applicant Information page:

#### Authorization of Release of Information

I, DONALD PICKLE, do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of State Police, whether the said records are public or private, and including those which may be deemed to be of a privileged or confidential nature concerning this applicant. The intention of this authorization is to provide information, which will be utilized, for investigative resources material for the purpose of processing this application.

I, DONALD PICKLE, authorize the full and complete disclosure of the records of educational institutions, financial or credit institutions, and the records of commercial or retail mercantile establishments and retail credit agencies; medical and psychiatric consultation and/or treatment, including those hospitals, clinics, private practitioners, the U.S. Veterans' Administration, and all military and psychiatric facilities; public utility companies; employment and pre-employment records including background investigations reports, the results of polygraph examinations, efficiency ratings, complaints or grievances filed by or against me; of complaints of a civil nature made by or against me, for the internal purposes of the Licensing Division, Department of the State Police.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

I agree to indemnify and hold harmless the person to whom this request is presented, his agents and/or employees, the Secretary and the Department of the State Police and the State of Maryland, from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.

I, DONALD PICKLE, agree to the Authorization of Release of Information.

I do hereby declare and affirm under penalties of perjury that the contents of this application are true and correct to the best of my knowledge, information and belief and I so indicate by signing below in the designated space. I agree to supply any additional information requested. **FALSE INFORMATION WILL BE SUFFICIENT GROUNDS FOR DENIAL OF THE APPLICATION AND/OR CRIMINAL PROSECUTION.**

**Warning:** Any person who willingly makes false statements on this application is guilty of a misdemeanor.

First Name \*                      Last Name \*

#### Pay by Mail

SUBMIT TO MARYLAND STATE POLICE AND PAY BY MAIL

Upon submission of your application, you will receive an email with instructions on how to submit your application payment. Please note, your application will not be processed until the full application payment is received by the Maryland State Police Licensing Division.

\* Please note, payment by mail will delay the processing of your application until the full payment is received by Licensing Division.

[BACK](#)



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER’S GUIDE

Once you have consented to the **Authorization of Release of Information** and signed the application, red acknowledgment and date stamps will appear and the **“SUBMIT TO MARYLAND STATE POLICE AND PAY BY MAIL”** button will become active. Click **“SUBMIT TO MARYLAND STATE POLICE AND PAY BY MAIL”** to submit the application:

I, DONALD PICKLE, agree to the Authorization of Release of Information.

Authorization of Release of Information signed on: 09/28/2019

I do hereby declare and affirm under penalties of perjury that the contents of this application are true and correct to the best of my knowledge, information and belief and I so indicate by signing below in the designated space. I agree to supply any additional information requested. **FALSE INFORMATION WILL BE SUFFICIENT GROUNDS FOR DENIAL OF THE APPLICATION AND/OR CRIMINAL PROSECUTION.**

**Warning:** Any person who willingly makes false statements on this application is guilty of a misdemeanor.

First Name \*      Last Name \*  
donald              pickle

Application signed on: 09/28/2019 11:55 PM

### Pay by Mail

**SUBMIT TO MARYLAND STATE POLICE AND PAY BY MAIL**

Upon submission of your application, you will receive an email with instructions on how to submit your application payment. Please note, your application will not be processed until the full application payment is received by the Maryland State Police Licensing Division.

\* Please note, payment by mail will delay the processing of your application until the full payment is received by Licensing Division.

[BACK](#)

You will then be returned to the **User Dashboard** and the application status will be listed as **“SUBMITTED”** or **“SUBMITTED (PENDING PAYMENT)”** if applicable:

77R APPLICATIONS    HGP APPLICATIONS **1**    MESSAGES    ACCOUNT

Application #	Status	Accepted Date	
19HGP000305	SUBMITTED (PENDING PAYMENT)	--	<a href="#">PRINT APPLICATION</a>
19HGP000279	SUBMITTED (PENDING PAYMENT)	--	<a href="#">PRINT APPLICATION</a>



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

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### PAYMENT BY MAIL

Once you have submitted your application, you will need to submit payment by mail if applicable. The below email will be sent upon submission of an application. It is recommended that you print a copy of the email and attach your payment to it prior to submitting it to the Maryland State Police by mail or hand delivery:

From: <[admin\\_HGP\\_ST@mspbridge.gov](mailto:admin_HGP_ST@mspbridge.gov)>

Date: Sun, Sep 29, 2019, 12:03 AM

Subject: MD HGP - Your Maryland Handgun Permit Application Has Been Submitted Without Payment

To: Verification <[dpicklejr@gmail.com](mailto:dpicklejr@gmail.com)>

Dear DONALD,

Your Handgun Permit (HGP) application has been submitted without payment to the Maryland State Police via the Licensing Portal.

Your application number is: 19HGP000305.

### **PLEASE NOTE THAT YOU HAVE 14 DAYS TO SUBMIT COMPLETE PAYMENT.**

Please note that Licensing Division cannot begin processing your application until the application fee has been paid. Once payment has been received and credited to your application, your application will be reviewed by the Handgun Permit Section for completeness of all required information. If your application is missing any of the required information or documentation, your application will be returned to you via the Licensing Portal for correction/addition of the items noted. When the application is complete, including receipt of the application fee, you will receive an email notification stating that your application status has changed to "Application Accepted" and that processing of it has begun.

### **PLEASE PRINT THIS EMAIL AND INCLUDE IT WITH YOUR PAYMENT.**

Payment may be submitted via personal/business check, money order or cashier's check, mailed to:

Maryland State Police, Licensing Division, Handgun Permit Unit  
1111 Reisterstown Road  
Pikesville, MD 21208

**THE CHECK MUST HAVE THE FIRST AND LAST NAME OF THE APPLICANT AND THE APPLICATION NUMBER WRITTEN ON IT. IF WE CANNOT DETERMINE TO WHICH APPLICATION THE PAYMENT IS TO BE APPLIED, YOUR APPLICATION CANNOT MOVE FORWARD FOR REVIEW.**

You will receive application status updates via email as your application progresses. It is not necessary to contact the Handgun Permit Section for an update.



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

### SHORTAGE

If an application is submitted without all of the required documentation, it may be placed into a Shortage status and returned to the applicant with instructions as to what is missing or what additional information is required. In the below example, the application was shorted for more information about a domestic relationship and references. By clicking on the red **"INCOMPLETE"** button, you will be taken to the section of the application that requires corrections or additional information:

The screenshot shows a web browser window displaying the Maryland State Police Wear and Carry Portal. The browser's address bar shows the URL: <https://portal.mdsps.com/portal/summary>. The page has a navigation menu with the following items: Applicant Information, Application Information, Questionnaire, Employment, Domestic Relationship, References, Documents, Summary (selected), and Signature.

The main content area is titled "Application Summary" and contains the following text:

To submit your application, you must provide the missing or incomplete required information in the areas listed below.

(The application has not been paid in full. You owe **\$75**)  
You have **5 days** left to submit the payment.

The application summary is presented as a table with the following sections and completion status:

APPLICANT INFORMATION	COMPLETE
APPLICATION INFORMATION	COMPLETE
QUESTIONNAIRE	COMPLETE
EMPLOYMENT INFORMATION	COMPLETE
DOMESTIC RELATIONSHIP	INCOMPLETE (1)
<b>Domestic Relationship:</b> Need more information	
REFERENCES	INCOMPLETE (1)
DOCUMENTS	COMPLETE

At the bottom of the summary table, there are two buttons: "BACK" and "NEXT".

The footer of the page contains the following text: "Contact Us Terms Of Use Privacy Disclaimer 1201 Rensselaer Road, Pikesville, MD 21208 (410) 326-1000 (410) 326-1000 (410) 326-1000". On the right side of the footer, there are social media icons for Facebook, Twitter, and YouTube.



## MARYLAND STATE POLICE – WEAR AND CARRY PORTAL USER'S GUIDE

Once all of the shorted information has been corrected, the **Application Summary** will indicate that all sections are **COMPLETE**. Click next to move to the **Authorization of Release of Information** and **Signature** page. See the previous section for further information for completing the **Authorization of Release of Information** and **Signature** page and submitting the application to the Maryland State Police.

The screenshot shows the 'Application Summary' page of the Maryland State Police Licensing Portal. The page header includes the portal name and navigation links for 'SAVE & EXIT APPLICATION', 'APPLICATION INSTRUCTIONS', and 'LOG OUT'. A secondary navigation bar lists various sections: Applicant Information, Application Information, Questionnaire, Employment, Domestic Relationship, References, Documents, Summary (highlighted), and Signature. The main content area displays a green checkmark and the text 'Your Application is Complete'. A warning message states: '(The application has not been paid in full. You owe \$75) You have 5 days left to submit the payment.' Below this, a table lists the completion status of each section:

APPLICANT INFORMATION	COMPLETE ✓
APPLICATION INFORMATION	COMPLETE ✓
QUESTIONNAIRE	COMPLETE ✓
EMPLOYMENT INFORMATION	COMPLETE ✓
DOMESTIC RELATIONSHIP	COMPLETE ✓
REFERENCES	COMPLETE ✓
DOCUMENTS	COMPLETE ✓

At the bottom of the summary box, there are 'BACK' and 'NEXT' buttons.