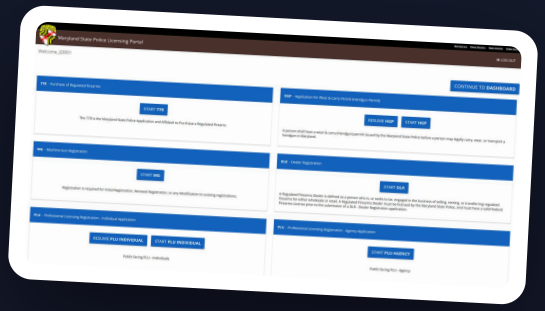
STUDENT GUIDE

Apply for your Wear and Carry Permit



Step-by-step through the Maryland State Police Licensing Portal. Fifteen minutes of prep means a smooth application.

14 steps

$125 original

$75 renewal

MD HQL Training LLC
Bowie, Maryland · 443-292-2273 · mdhqltraining@gmail.com

Gather these first

The application has an upload page near the end. Missing any item below stops you there, so collect everything before you log in.

1

2×2 passport photo

Head and shoulders, passport type, white background, full face, no hat, no dark glasses. A digital file.

2

MSP 29-14 live-fire score sheet

Your range qualification sheet signed by your instructor. The portal lists the instructor, Jerry Hauburger (QHIC-2020-0254).

3

Wear and Carry fingerprint receipt

A copy of your live-scan fingerprint receipt. Your HQL fingerprints cannot be used.

4

Five years of work history

Employer names, addresses and dates for every job in the last five years. All fields are required.

5

Three references

At least 3 reputable citizens who have known you more than 2 years and are not related to you.

6

Fee and a payment card

Original permit: $125. Renewal: $75. Replacement or modification: $20. Paid at the very end.

The portal logs you out after a period of inactivity. Use Save and Exit Application if you need to stop, then choose Resume HGP when you come back.

1

Open the MSP Licensing Portal

1. Go to `licensingportal.mdsp.maryland.gov`.
2. Log in, or click **Create my account** if you do not have one.

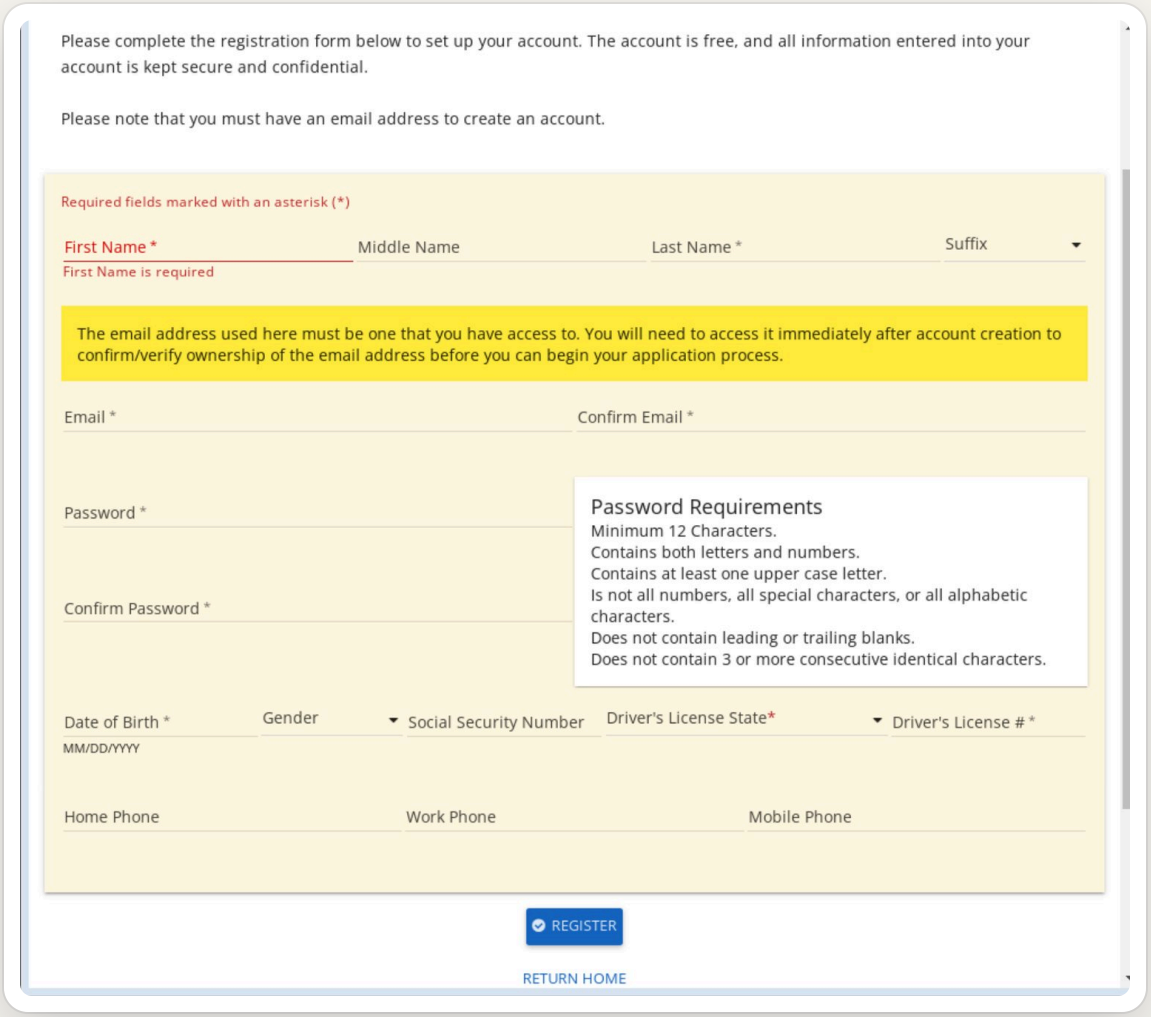


2

Register and verify your email

1. Fill out all the information and press **Register**.
2. Open your email and verify your email address.
3. Log into the Licensing Portal.

USE AN EMAIL YOU CHECK
All approval notices go to this address.

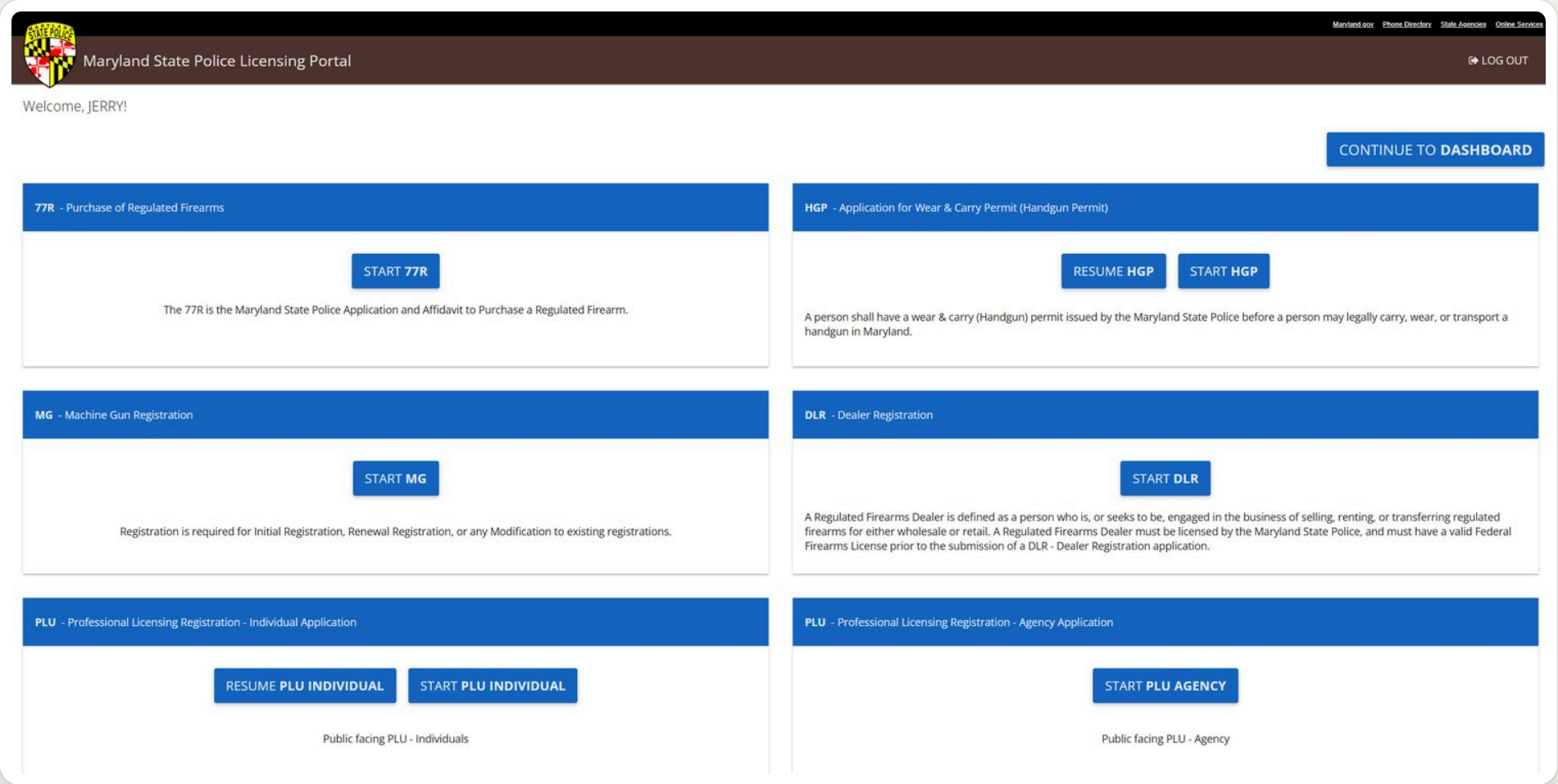


3 Start the Wear and Carry application

1. On your home screen find the **HGP** tile, Application for Wear and Carry Permit.
2. Press **Start HGP**.
3. Stopped partway? Press **Resume HGP** to pick up where you left off.

CAREFUL

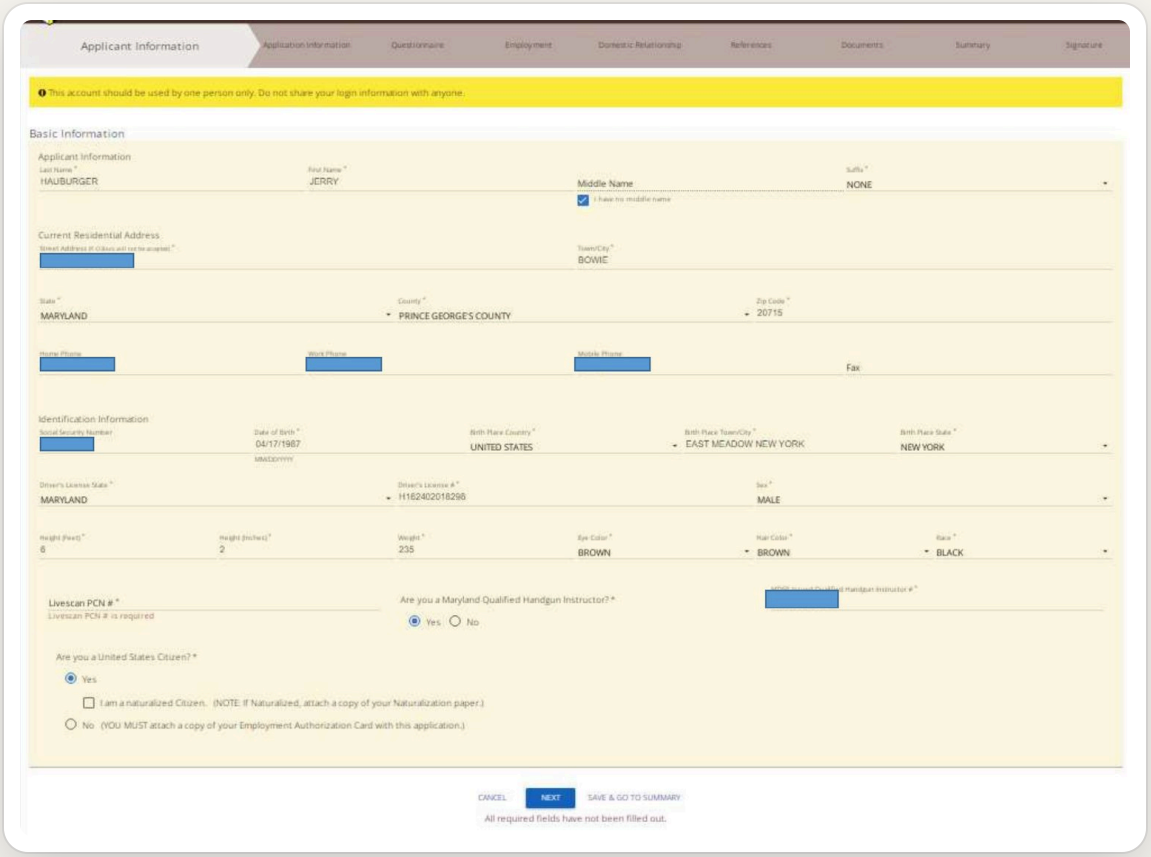
The tile on the left, **Start 77R**, is for buying a firearm. It is not the permit.



4

Applicant information

1. Fill out the applicant information page.
2. Press **Next** at the bottom of the page.

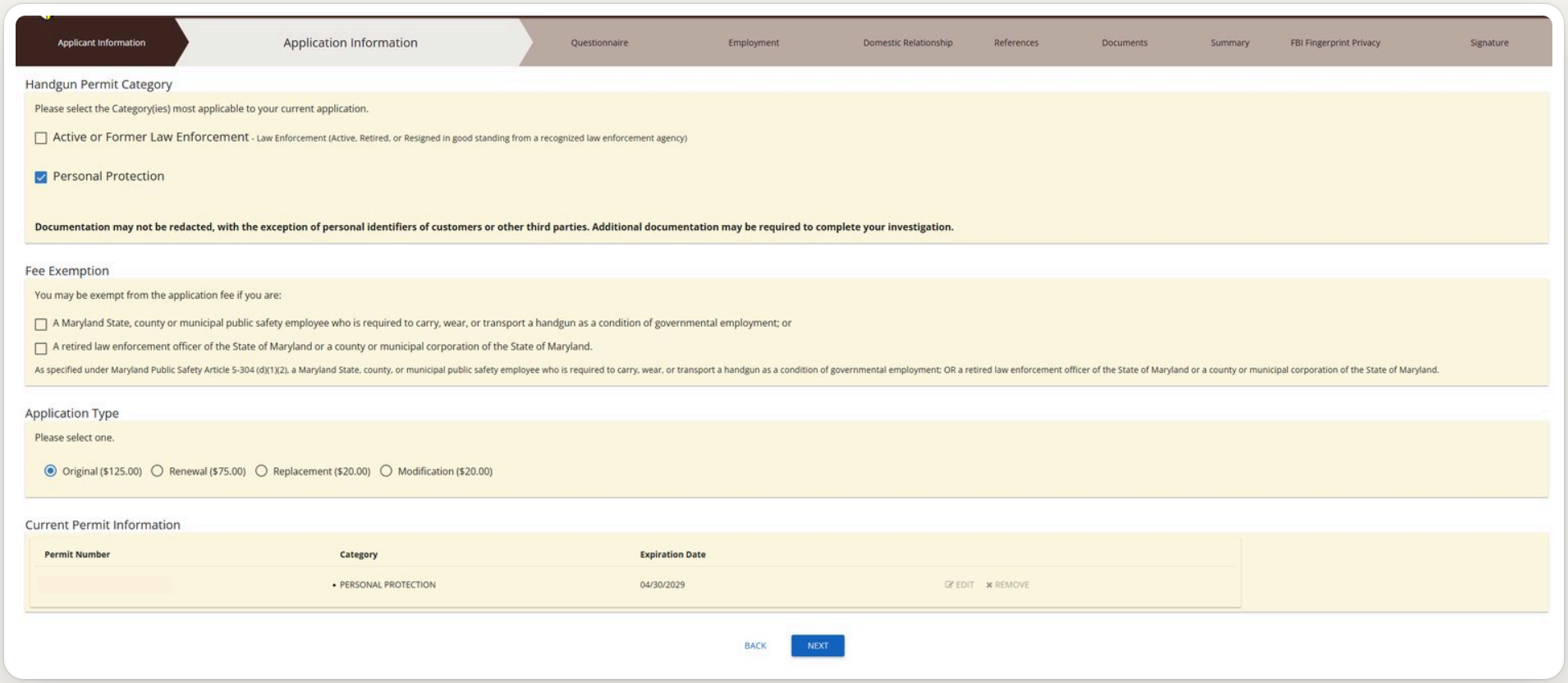


5 Application information

1. **Handgun Permit Category:** check **Personal Protection**.
2. **Fee Exemption:** leave blank unless you are a public safety employee or retired law enforcement officer.
3. **Application Type:** choose **Original ($125)** for a new permit or **Renewal ($75)**.
4. Press **Next**.

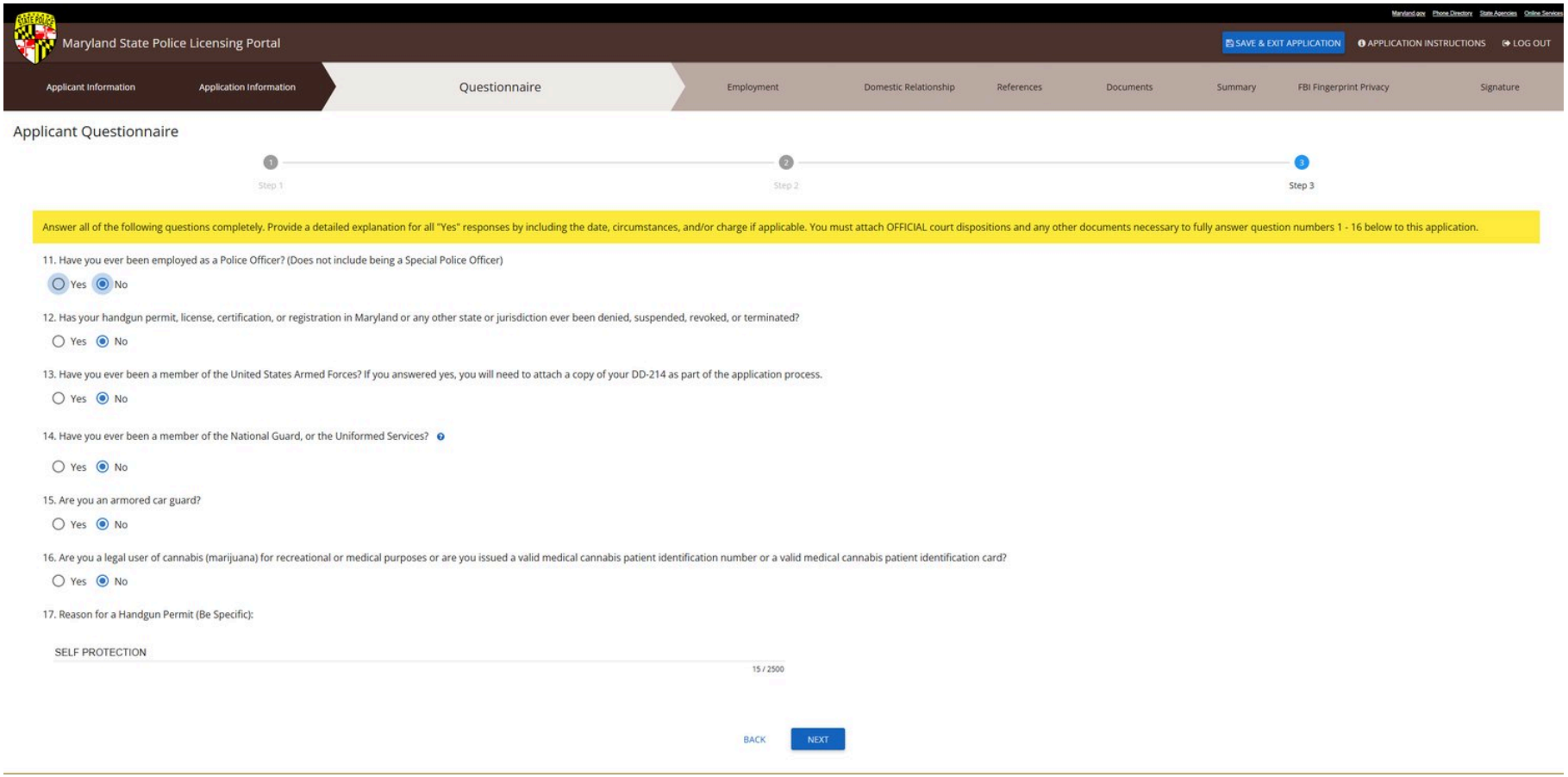
OTHER TYPES

Replacement and Modification are $20 each.



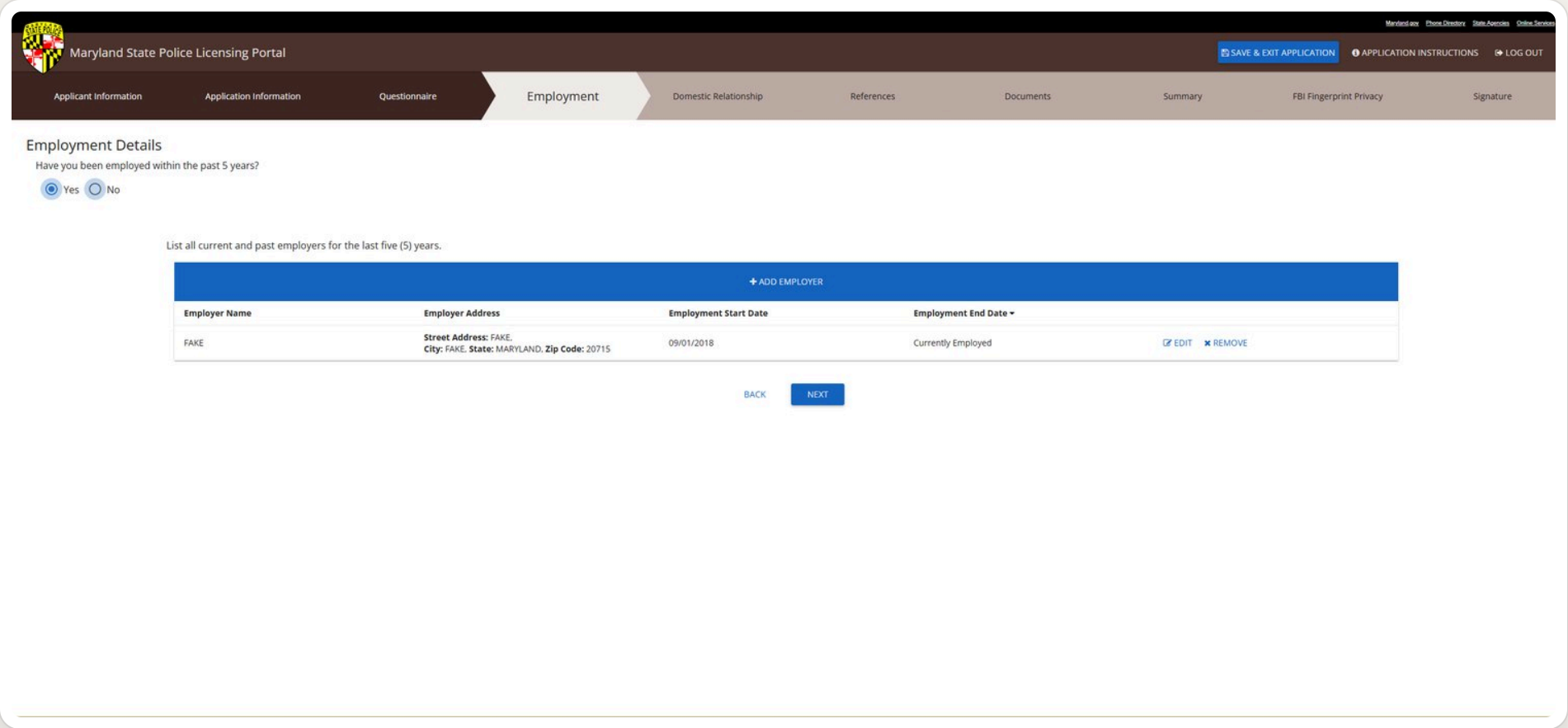
6 Questionnaire

1. Answer every questionnaire question. It runs across 3 steps.
2. Answer **Yes** or **No** honestly. Any Yes needs the date, circumstances and charge, plus official court documents.
3. If you were ever in the military, you will need your DD-214.
4. Question 17, Reason for a Handgun Permit: enter **personal protection**.
5. Press **Next**.



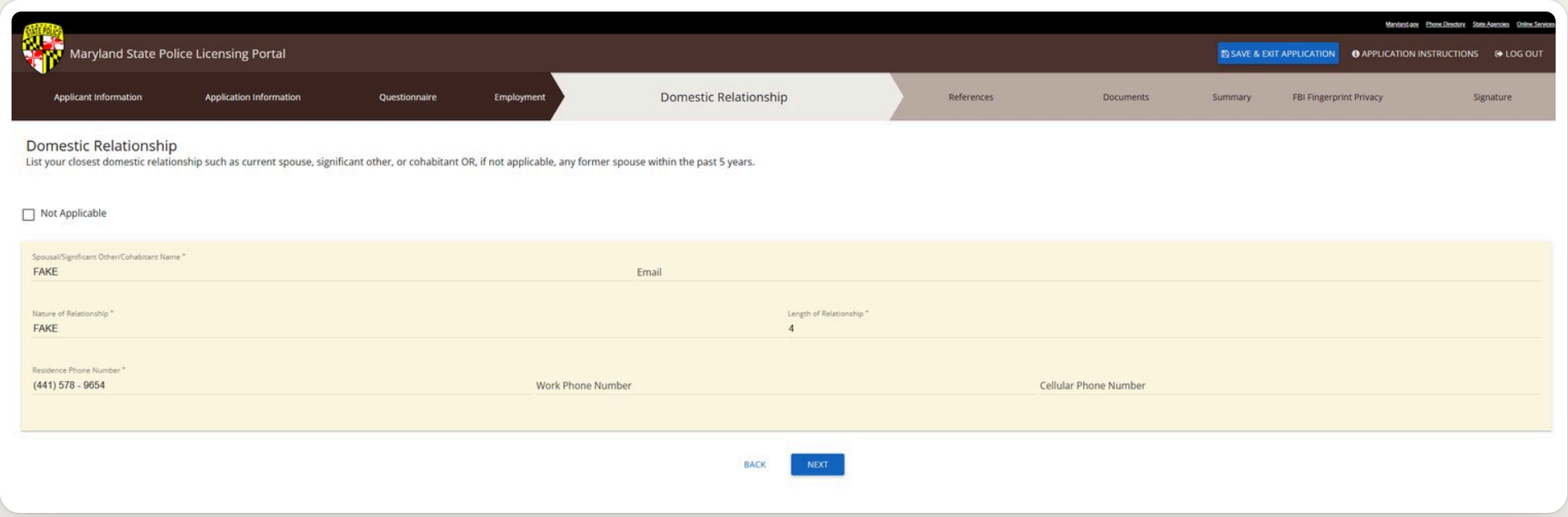
7 Employment history

1. Answer whether you were employed in the past 5 years.
2. Press **+ Add employer** and list every current and past employer for the last five years. All fields are required.
3. Press **Save** after each employer.
4. Press **Next** when you are done.



8 Domestic relationship

1. List your closest domestic relationship: spouse, significant other or cohabitant. If none, list any former spouse within the past 5 years.
2. If you live alone and it does not apply, check **Not Applicable**.
3. Press **Next** to go to References.

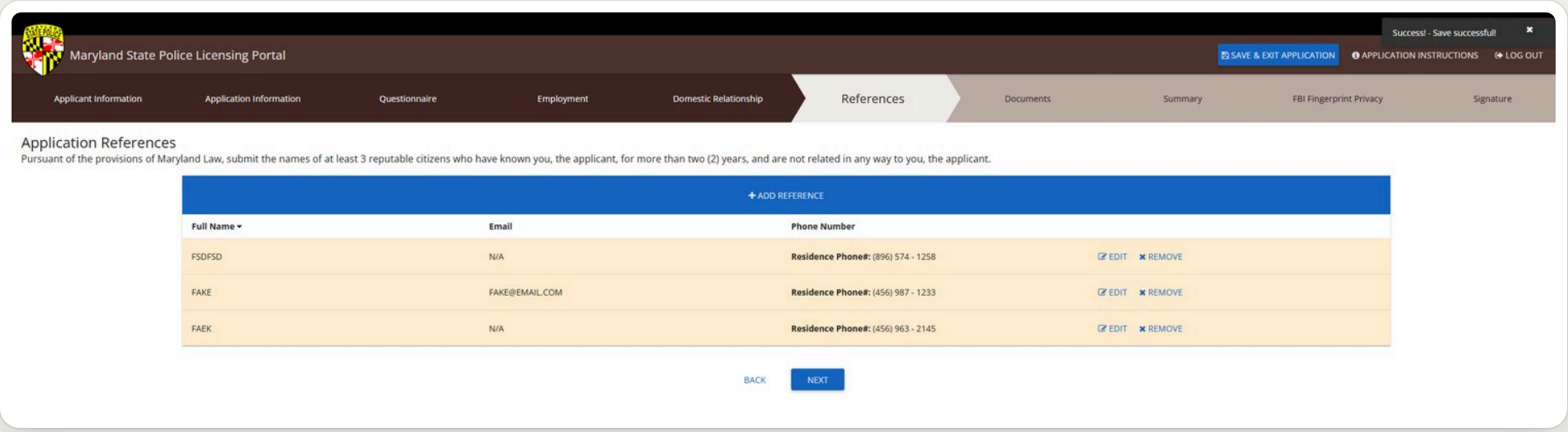


9 Add three references

1. Add at least **3** references.
2. Press **+ Add reference**.
3. Enter the required information and press **Save**.
4. When all are in, press **Next** to go to Documents.

WHO TO PICK

Reputable citizens who have known you for more than 2 years and are not related to you.

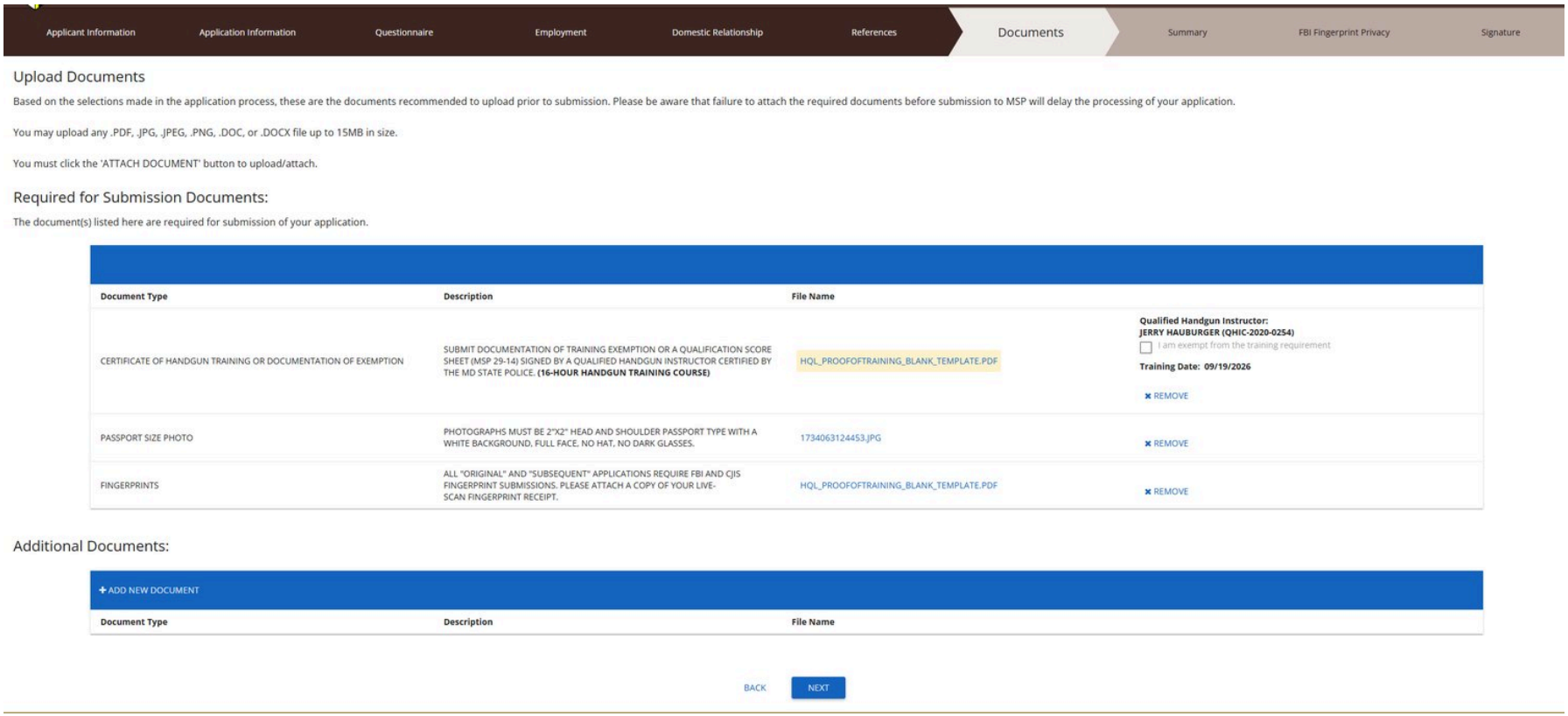


10 Upload your documents

1. Allowed files: PDF, JPG, JPEG, PNG, DOC or DOCX, up to 15 MB each.
2. Certificate of handgun training
   1. Select the MSP 29-14 score sheet signed by your instructor.
   2. Instructor: Jerry Hauburger (QHIC-2020-0254).
   3. Leave **I am exempt** unchecked and confirm the training date.
3. **Passport size photo:** 2×2, white background.
4. **Fingerprints:** attach a copy of your live-scan fingerprint receipt.
5. Click **Attach Document** for each, then press **Next**.

FINGERPRINTS

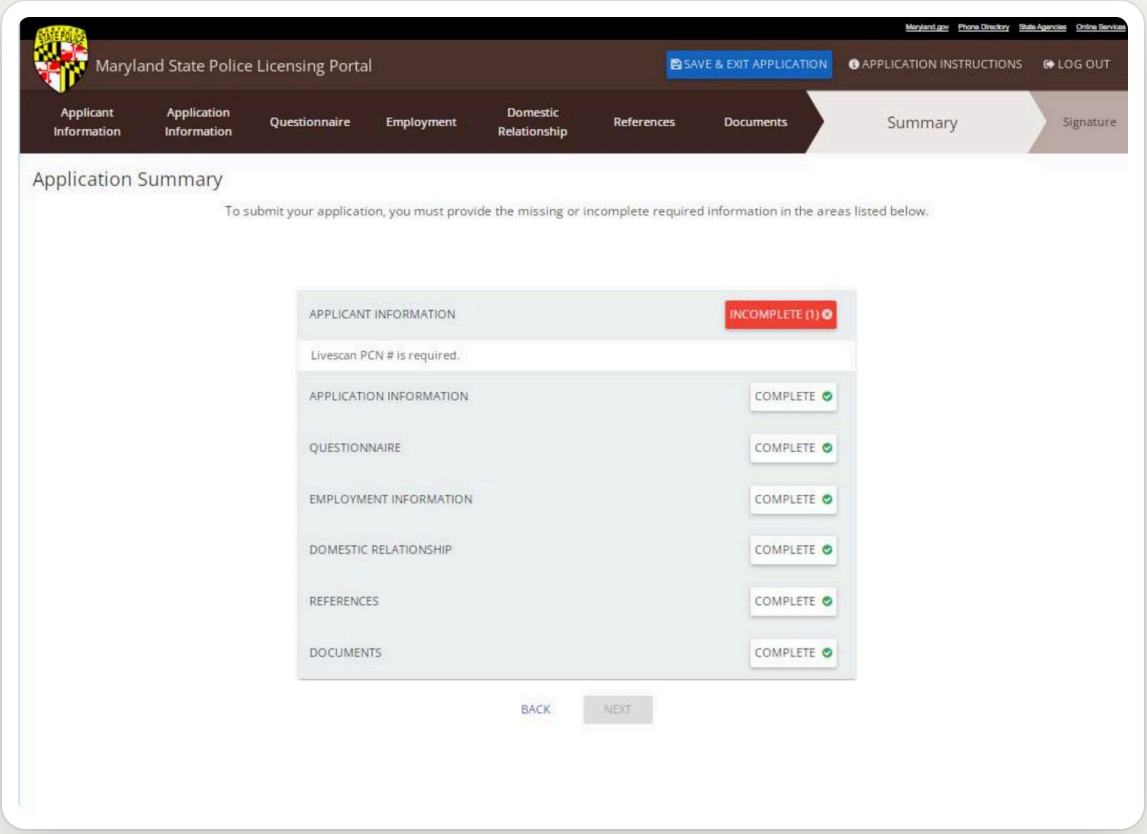
You cannot use your HQL fingerprints. The receipt must be from Wear and Carry fingerprinting.



11

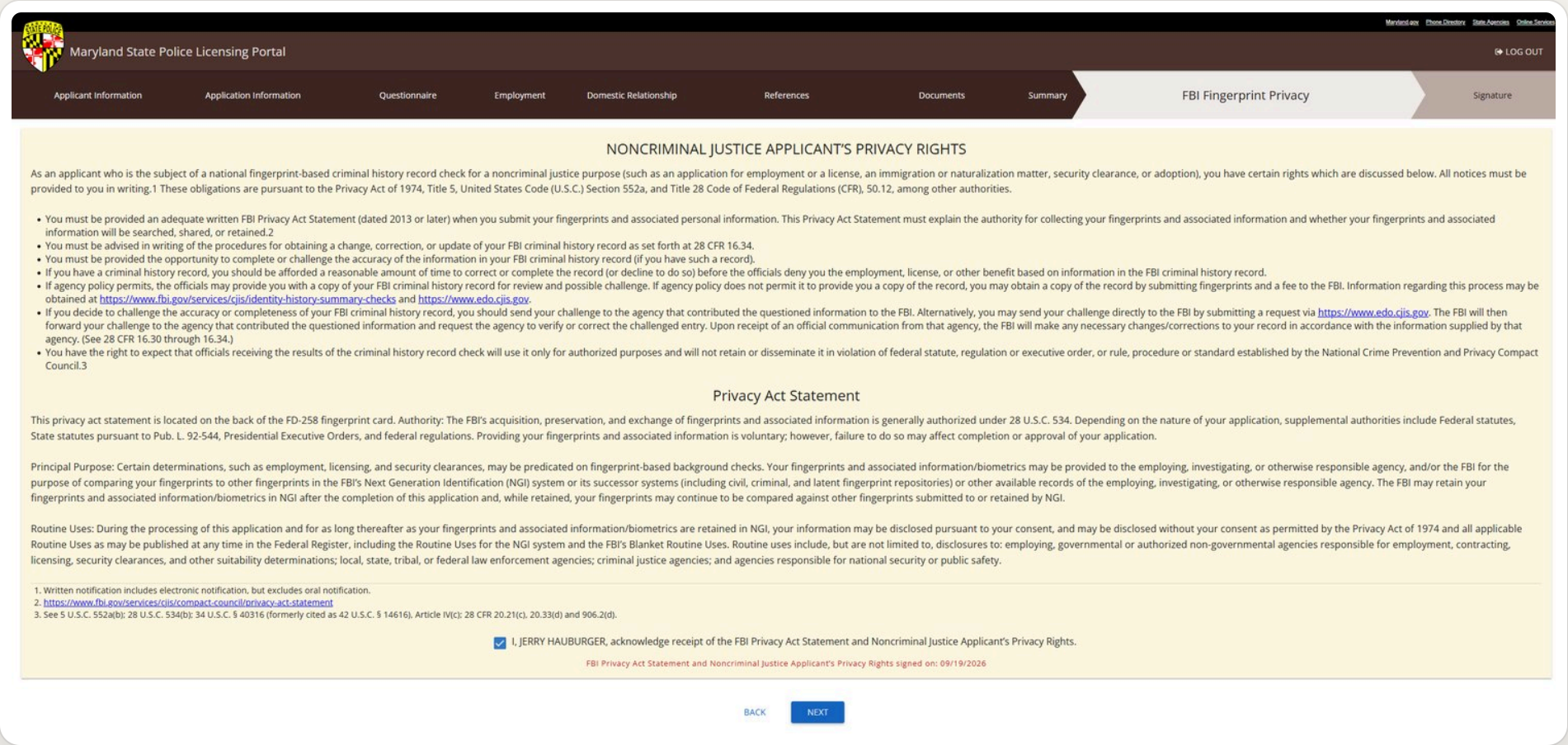
Check the summary page

1. The summary page shows anything that is missing.
2. If a box is red, click it and provide the information required.
3. When every box says **Complete**, press **Next**.



12 FBI fingerprint privacy

1. Read the Noncriminal Justice Applicant's Privacy Rights and the Privacy Act Statement.
2. Check the box acknowledging that you received them.
3. Press **Next** to go to the signature page.

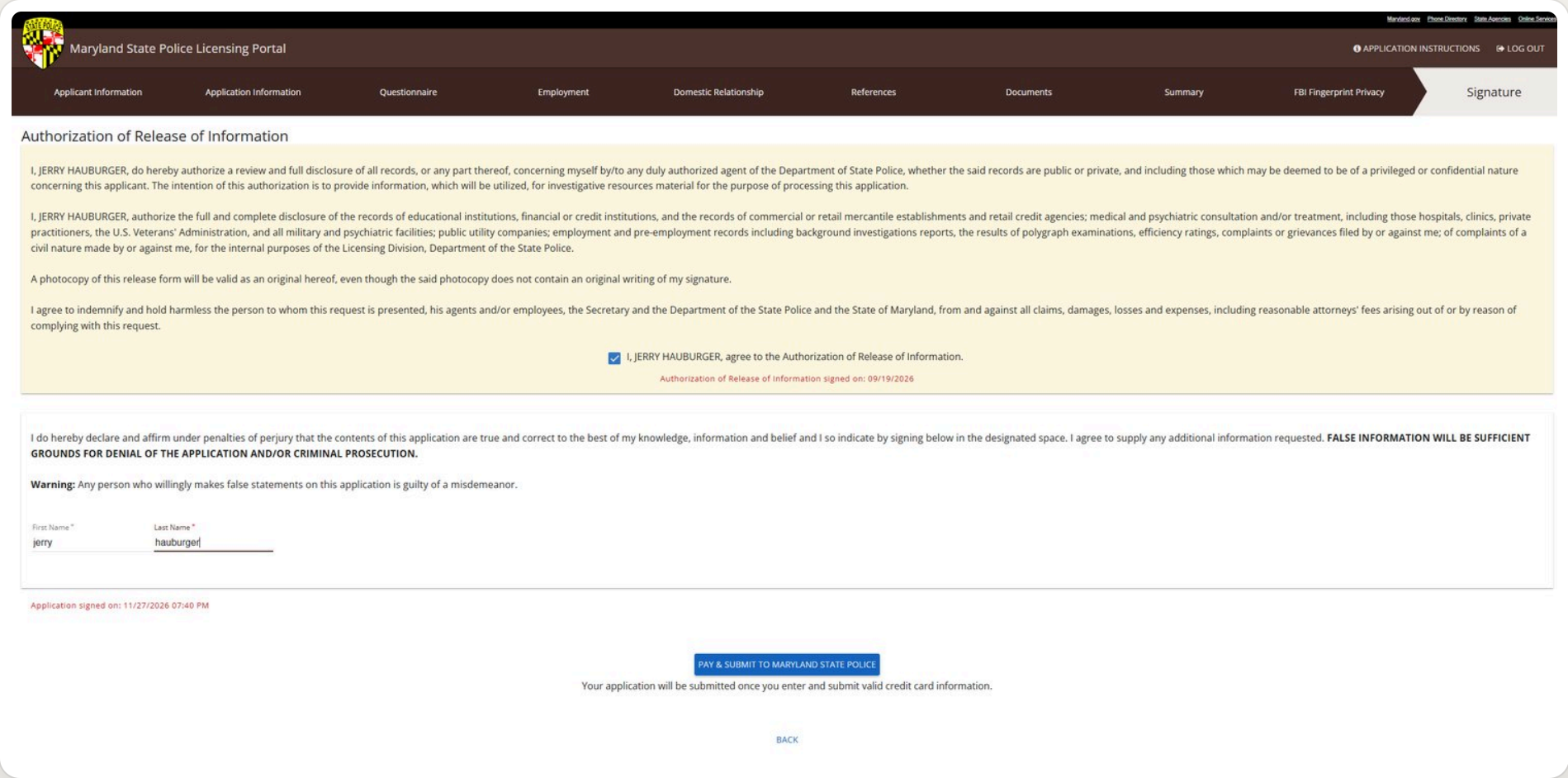


13 Authorize and sign

1. On the Authorization of Release of Information, check the box that lets MSP obtain what it needs for your background check.
2. Sign by typing your first and last name.
3. Press **Pay and Submit to Maryland State Police**.

READ BEFORE YOU SIGN

You declare under penalty of perjury that everything is true. False information is grounds for denial and criminal prosecution.



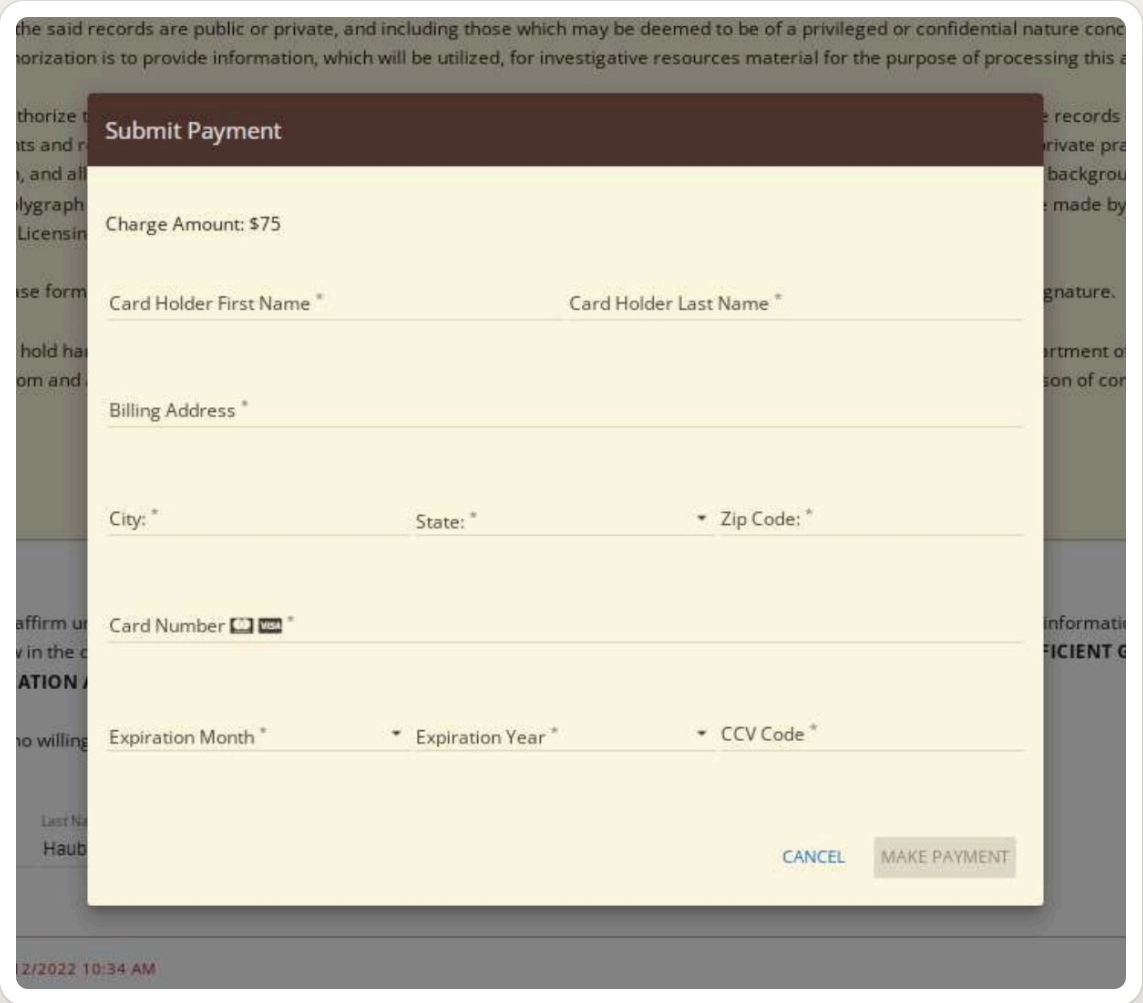
14

Pay the state fee

1. Pay the application fee with a credit card: **$125** for an original permit, **$75** for a renewal.

KEEP YOUR RECEIPT

Your application is not submitted until payment is accepted. Save the confirmation.



After you submit

MSP runs the background check and reviews your file. You will be contacted through the portal and by email.

1

Watch the portal

Log in to check your status. A red box or a request from MSP means they need something more.

2

Respond quickly

Answer any request for information right away. Delays on your side delay your permit.

3

Carrying the permit

Keep the permit with you when you carry. Know where you may not carry. We cover this in class.

?

Questions?

Call or text 443-292-2273 or email mdhqltraining@gmail.com.