STUDENT GUIDE

Apply for your Handgun Qualification License



A step-by-step walkthrough of the Maryland State Police eMDSP portal, from creating your account to paying the state fee.

13 steps | About 30 minutes | Up to 30 days to process

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

Before you start

The application is entered online, and you must finish it after class using the instructor information on your training certificate. Have these ready and the whole thing goes quickly.

1

Your class certificate

Your 4-hour HQL course certificate and the instructor's QHIC license number printed on it. Step 9 needs the number.

2

Maryland ID and address

Your Maryland driver's license or ID and your current Maryland address. Names and addresses must match your ID exactly.

3

Email and phone

An email you can open right now. The portal sends a validation link you must click before you can continue.

4

A payment card

You pay the state fee at the end. The application is not complete until payment goes through.

5

A printer or e-signature

Step 11 needs a signed FBI Privacy Act Statement. Sign it digitally or print, sign and upload a scan or photo.

!

Answer honestly

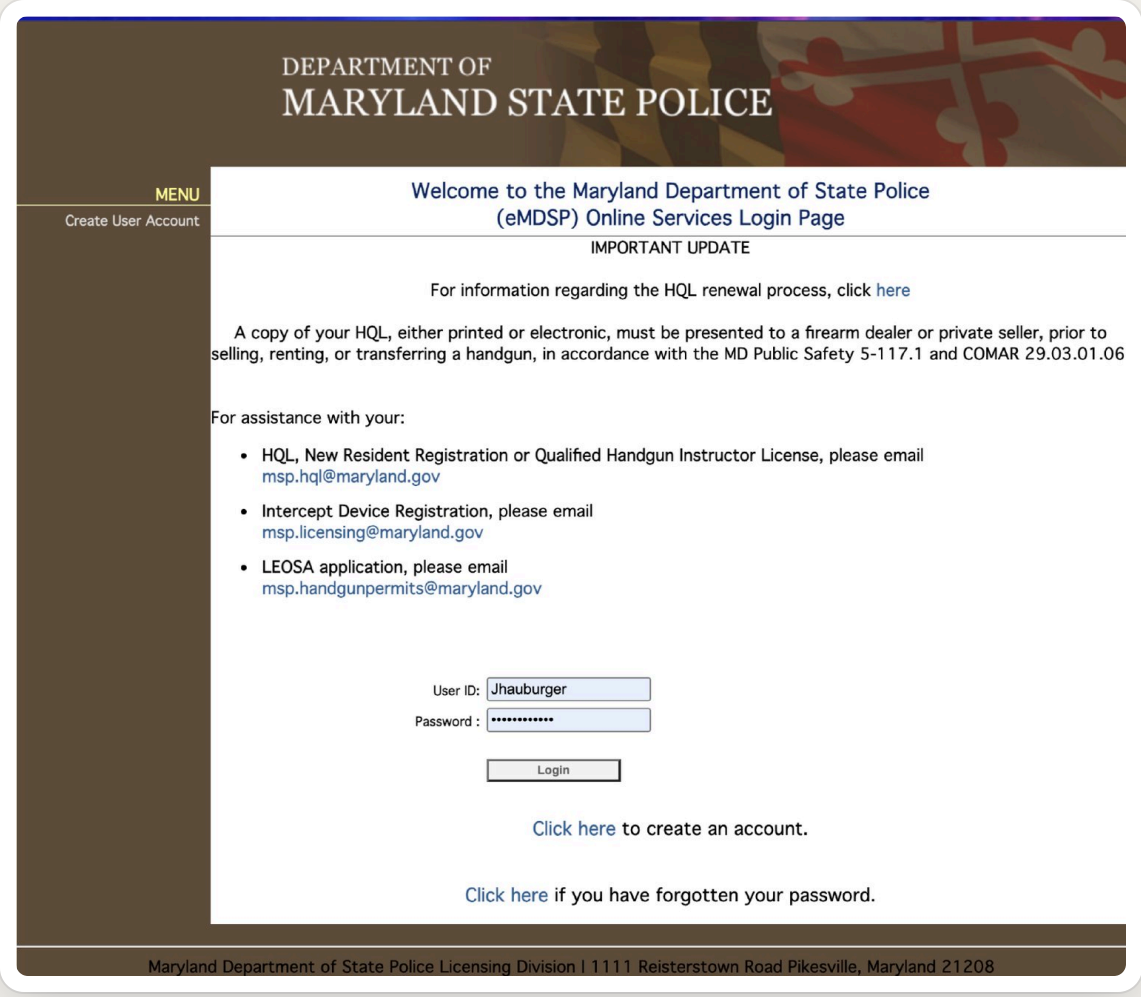
The questions are answered under penalty of law. If something does not fit a yes or no, contact us before you submit.

The portal times out after about 15 minutes of inactivity and unsaved work is lost. Do not use the browser Back button. Use the buttons inside the portal.

1

Open the eMDSP login page

1. Go to `emdsp.mdsp.org` and open the Online Services login page.
2. Already registered? Log in with your user name and password.
3. New here? Click **Click here to create account** on the next step.



2

Search for your record

1. Open the **Search for your record** page.
2. Or click **Click Here to Create Account** if you do not have one.
3. Enter your **Date of Birth**.
4. Enter your **Last Name**.
5. Type **None** for Registration Code.
6. Click **Search**.

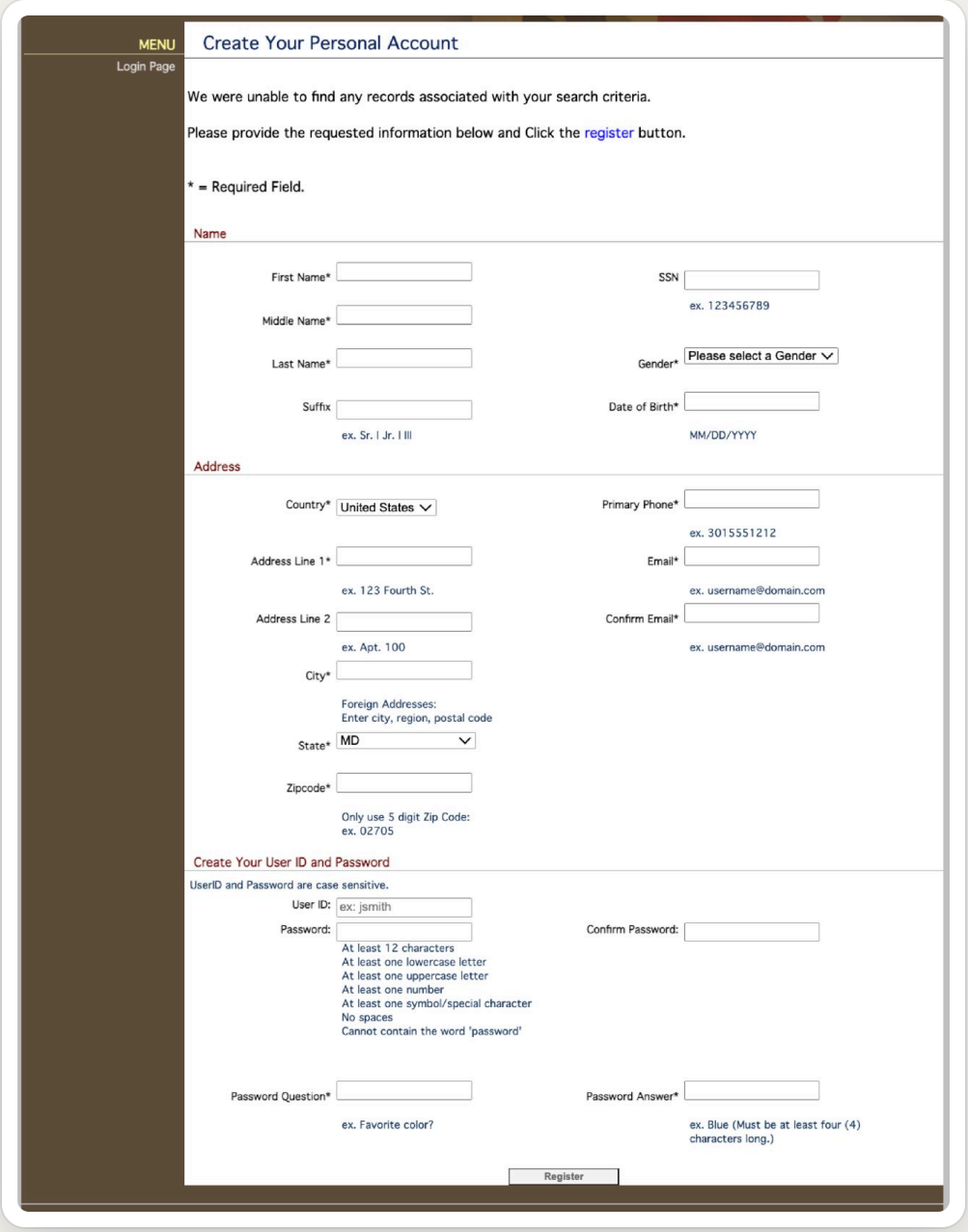
> **TIP**
> If you have never had a Maryland State Police license, the search finds nothing. That is normal. Continue to create your account.



3

Create your personal account

1. Fill out the Personal Account Information
    1. Name
    2. Maryland address
    3. Email
    4. Phone number
    5. User name and password
    6. Recovery question and answer



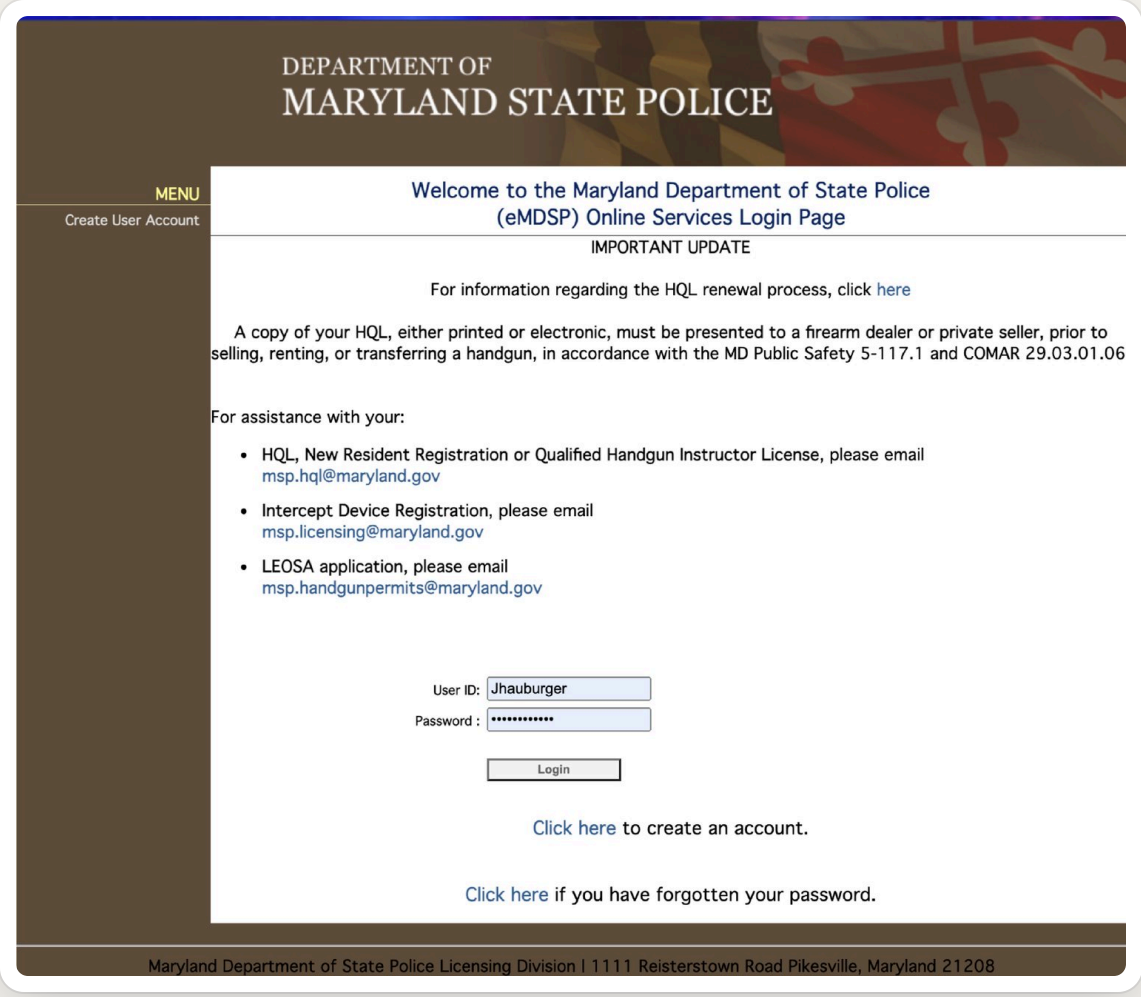
4

Validate your email, then log in

1. Open your email and click the validation link.
2. Return to the eMDSP login page and enter your **User Name and Password**.
3. Click **Login**.

CHECK SPAM

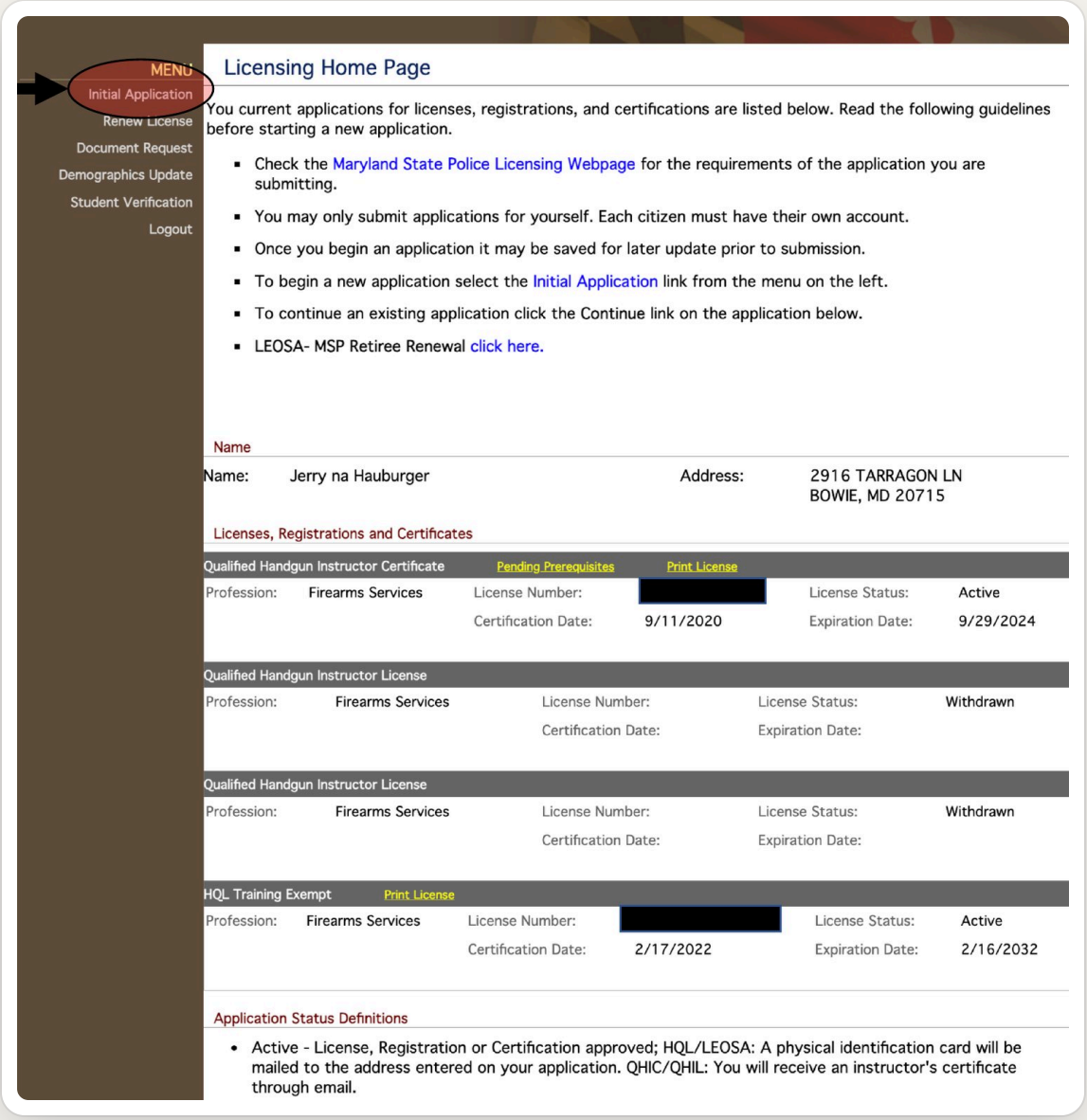
The validation email sometimes lands in spam or promotions. You cannot continue until you click the link.



5

Click Initial Application

1. On your Licensing Home Page, click **Initial Application** in the menu at the top left.



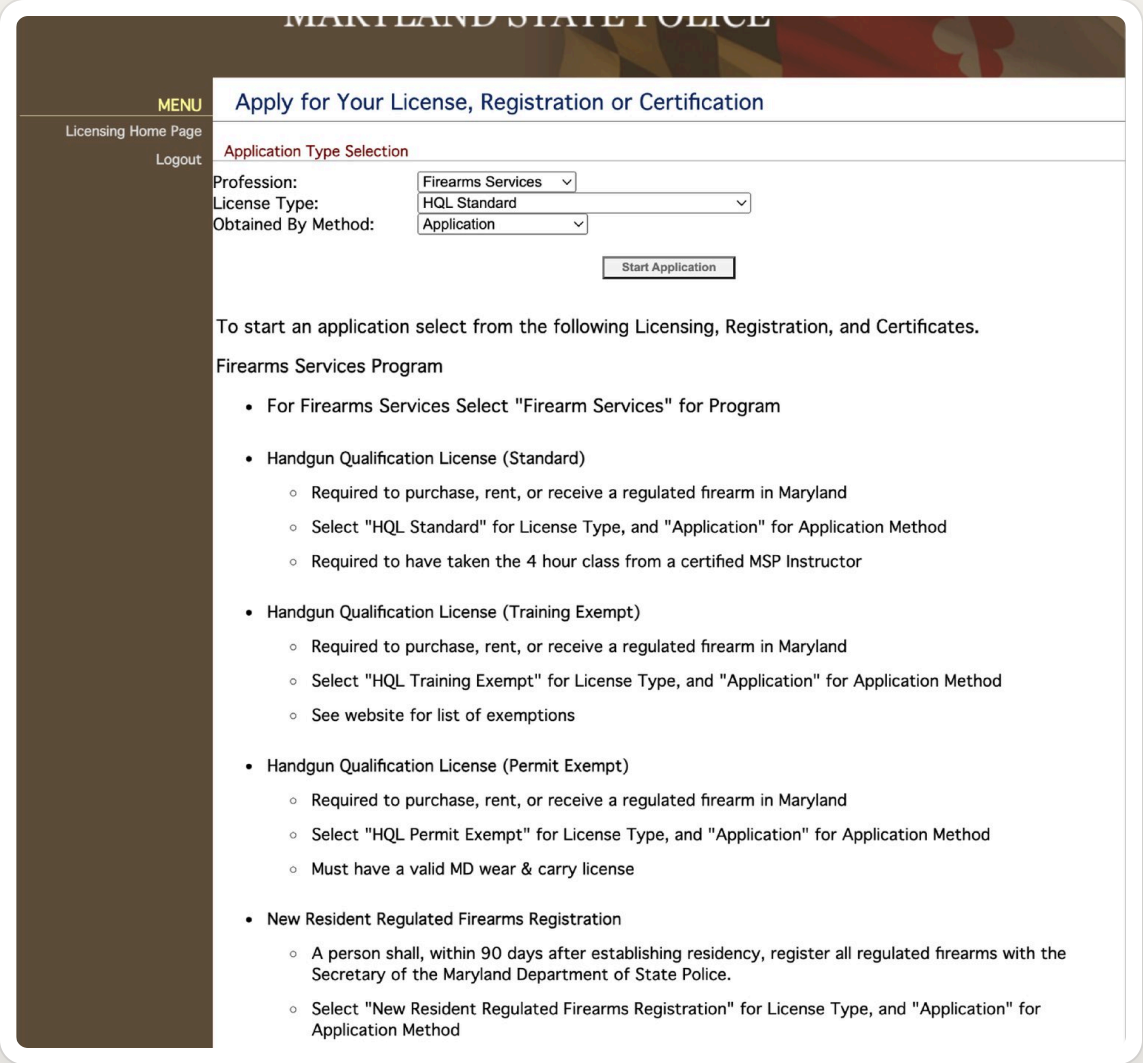
6

Choose the license type

1. **Profession:** Firearm Services
2. **License Type:** HQL Standard
3. **Obtained By Method:** Application
4. Click **Start Application**.

PICK HQL STANDARD

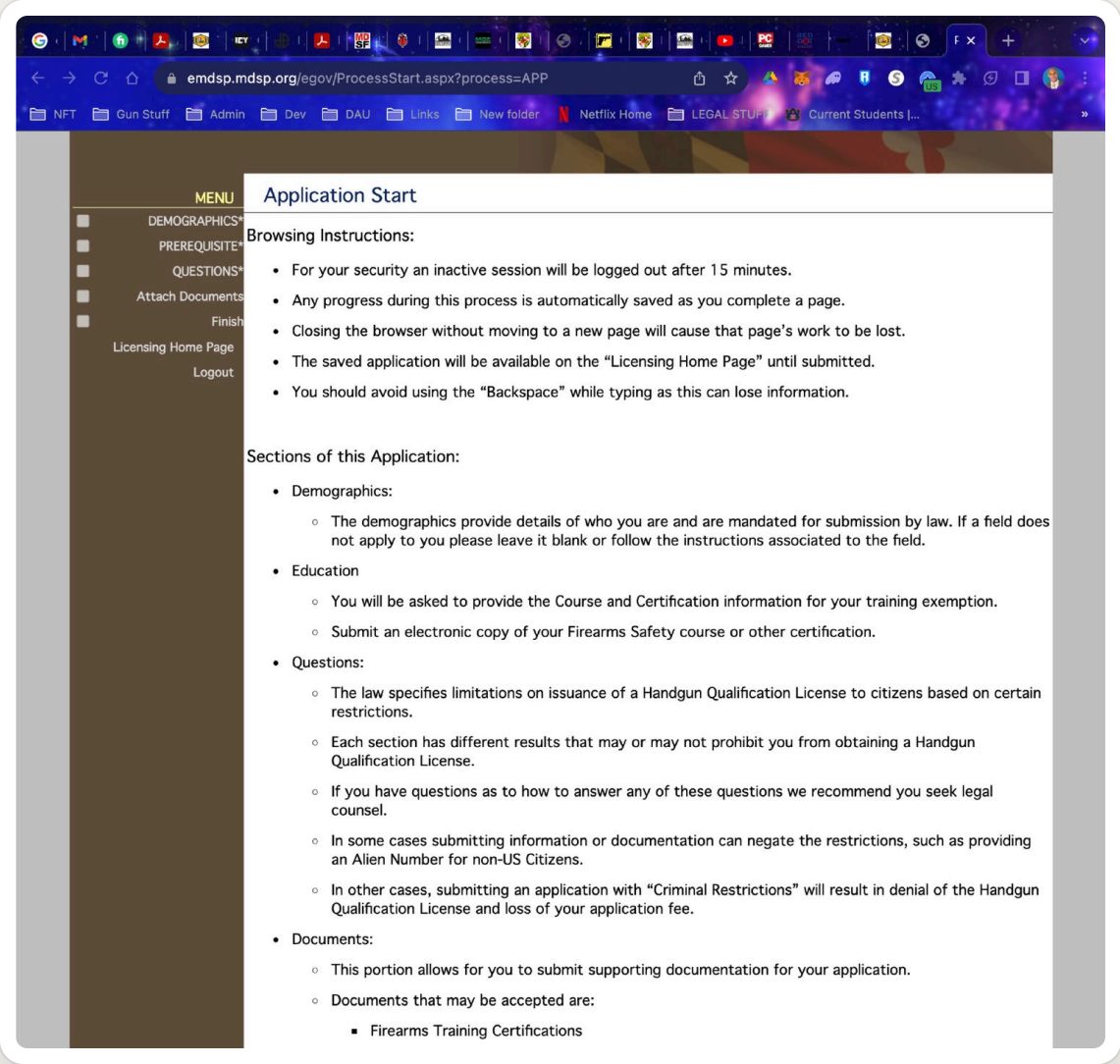
Do not choose a training exempt or permit exempt type unless you have been told you qualify for one.



7

Open Demographics

1. Click **Demographics** in the menu at the top left.



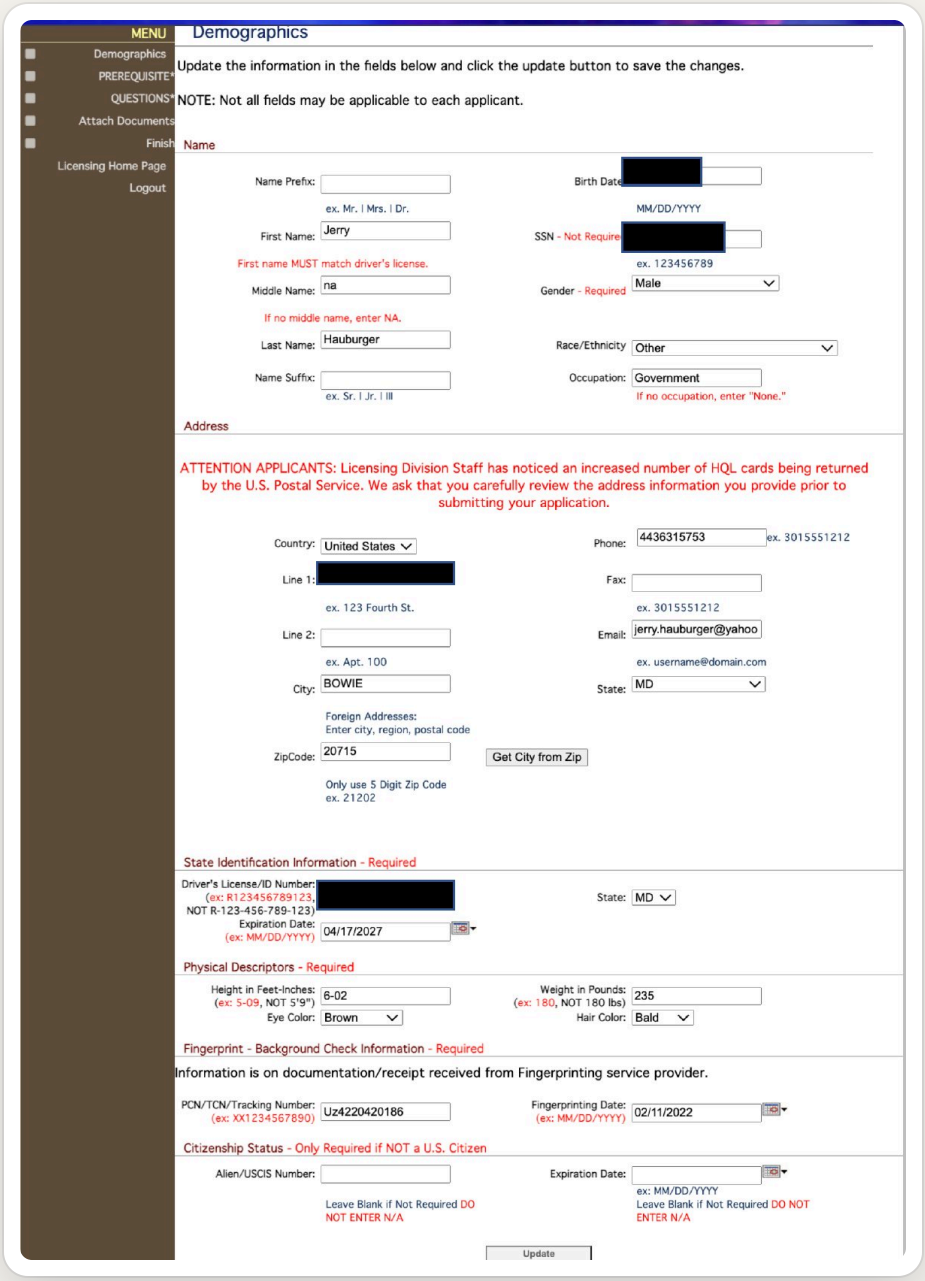
8

Fill in the demographics

1. Complete every required field.
2. Click **Update** to save.

TIP

Use your name exactly as it appears on your ID. Mismatches are the number one reason applications are delayed.



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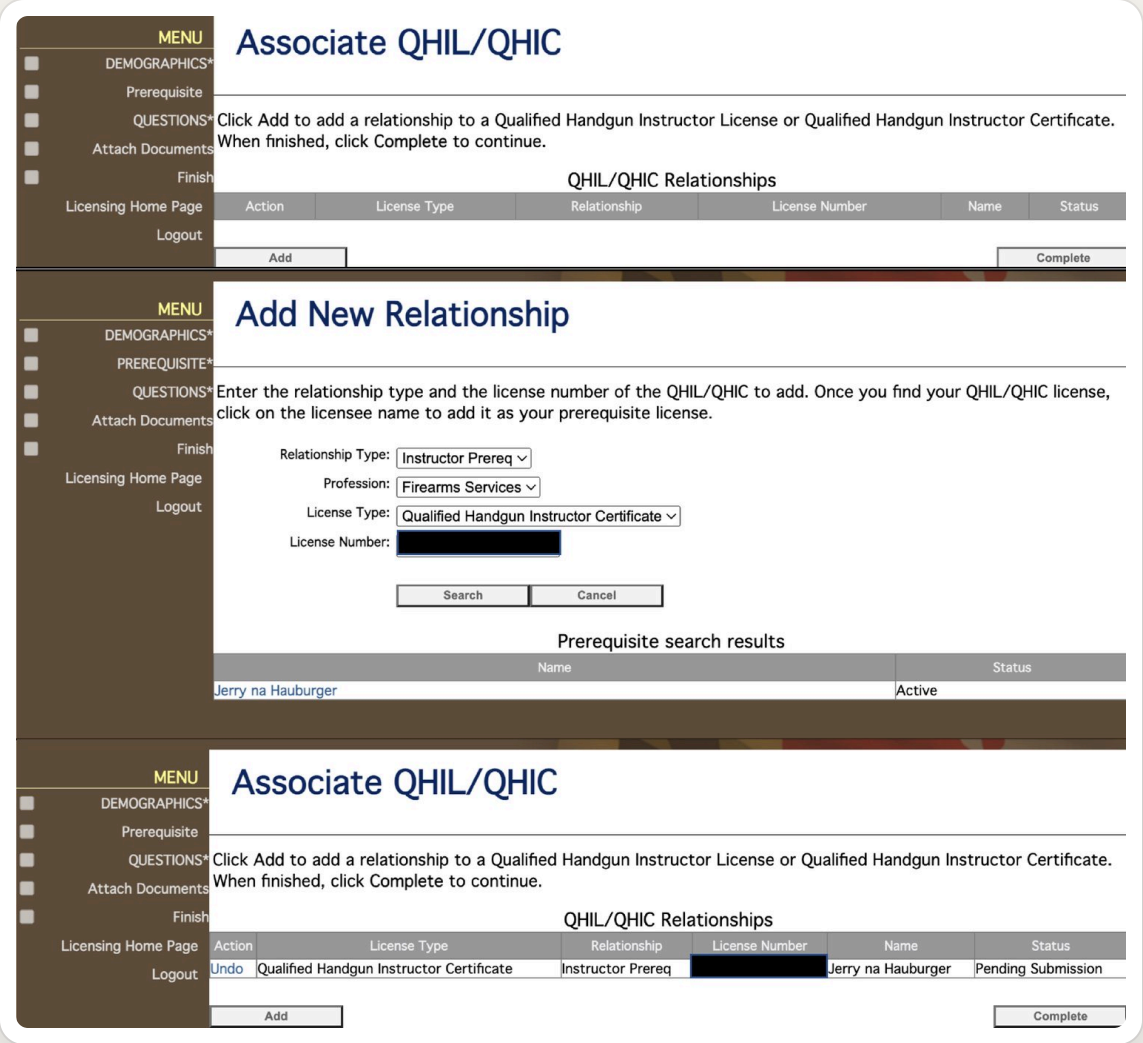
Add the instructor prerequisite

1. Click **Prerequisite**, then **Add**.
2. **Relationship:** Instructor Prereq
3. **Profession:** Firearms Services
4. **License Type:** Qualified Handgun Instructor Certificate
5. **License Number:** the instructor's QHIC number from your certificate
6. Click **Search**.
7. Click the instructor's name, **Jerry Hauburger**.
8. Click **Complete**.

THIS IS HOW MSP KNOWS YOU TOOK THE CLASS

Once linked, the status shows Pending Submission until you finish and pay.



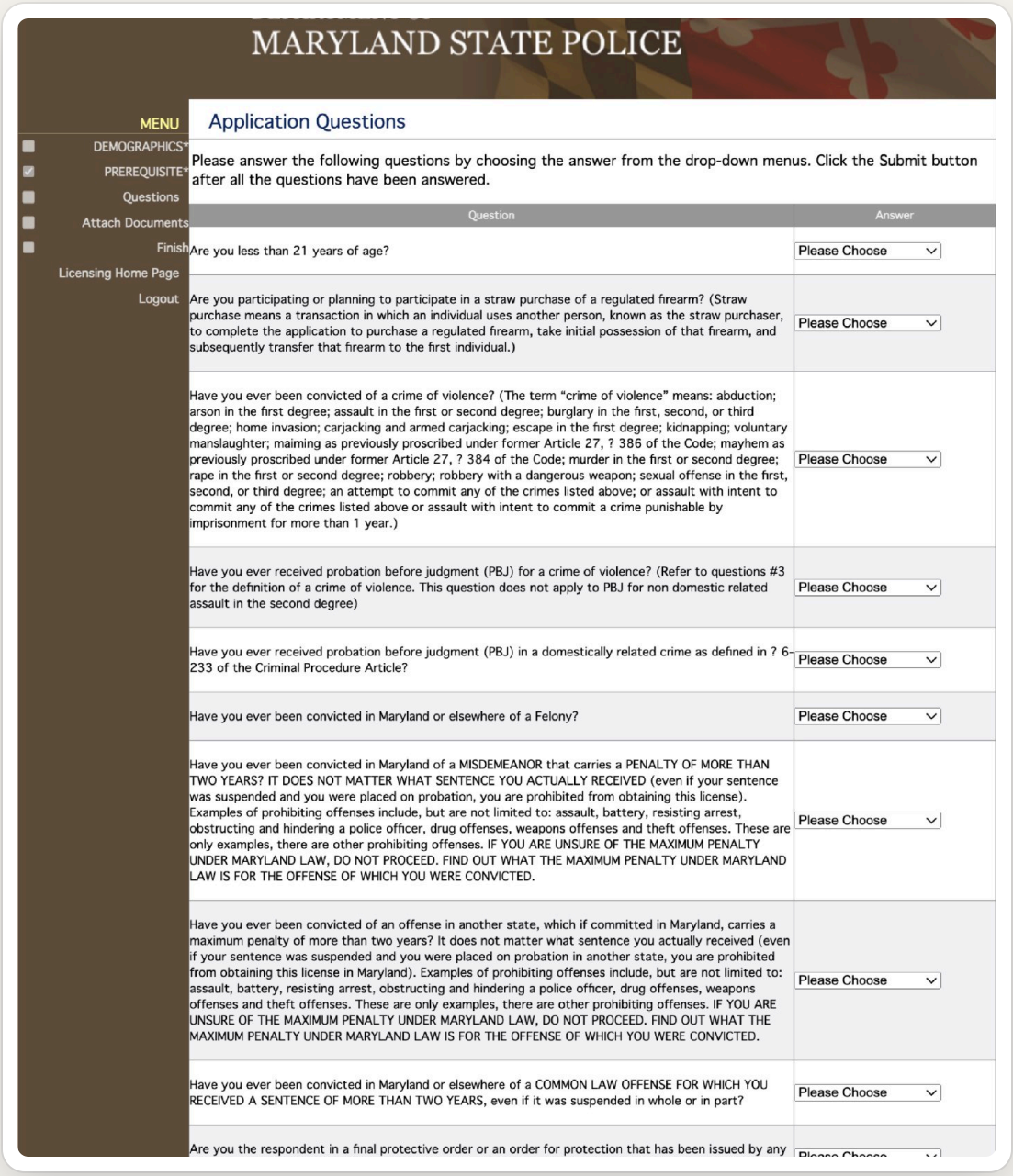
10

Answer the questions

1. Click **Questions**.
2. Answer every question honestly.

READ CAREFULLY

Several questions use legal terms such as prohibited person. If you are unsure, call before you answer.



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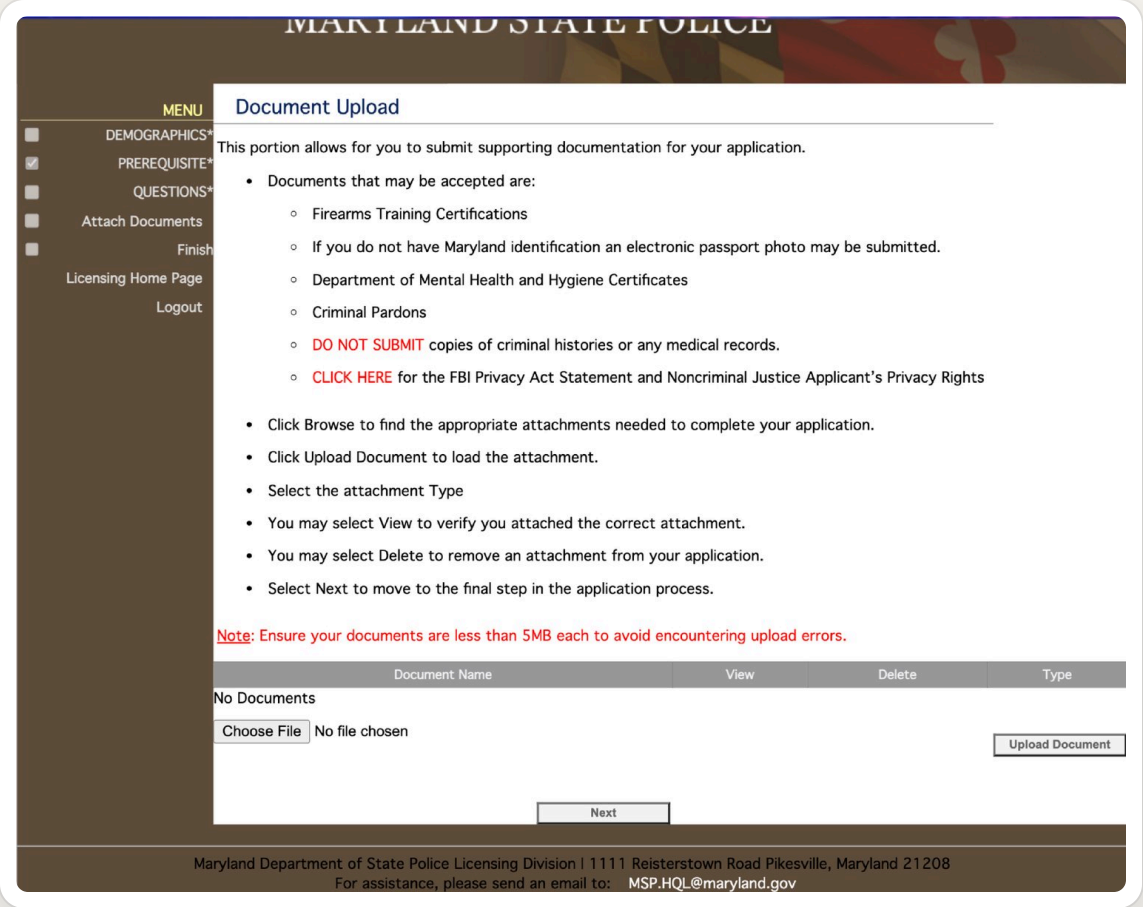
Attach your documents

1. Click **Attach Documents**.
2. **Upload your training certificate from your instructor.** This is required.
3. Click the red **Click Here** for the FBI Privacy Act Statement.
4. Sign the last page digitally and upload it.
5. Or print it, sign it, then upload and attach the file.

TRAINING CERTIFICATE REQUIRED

You must upload the training certificate your instructor gave you. Without it your application cannot be processed. Click Upload Document after you choose each file.



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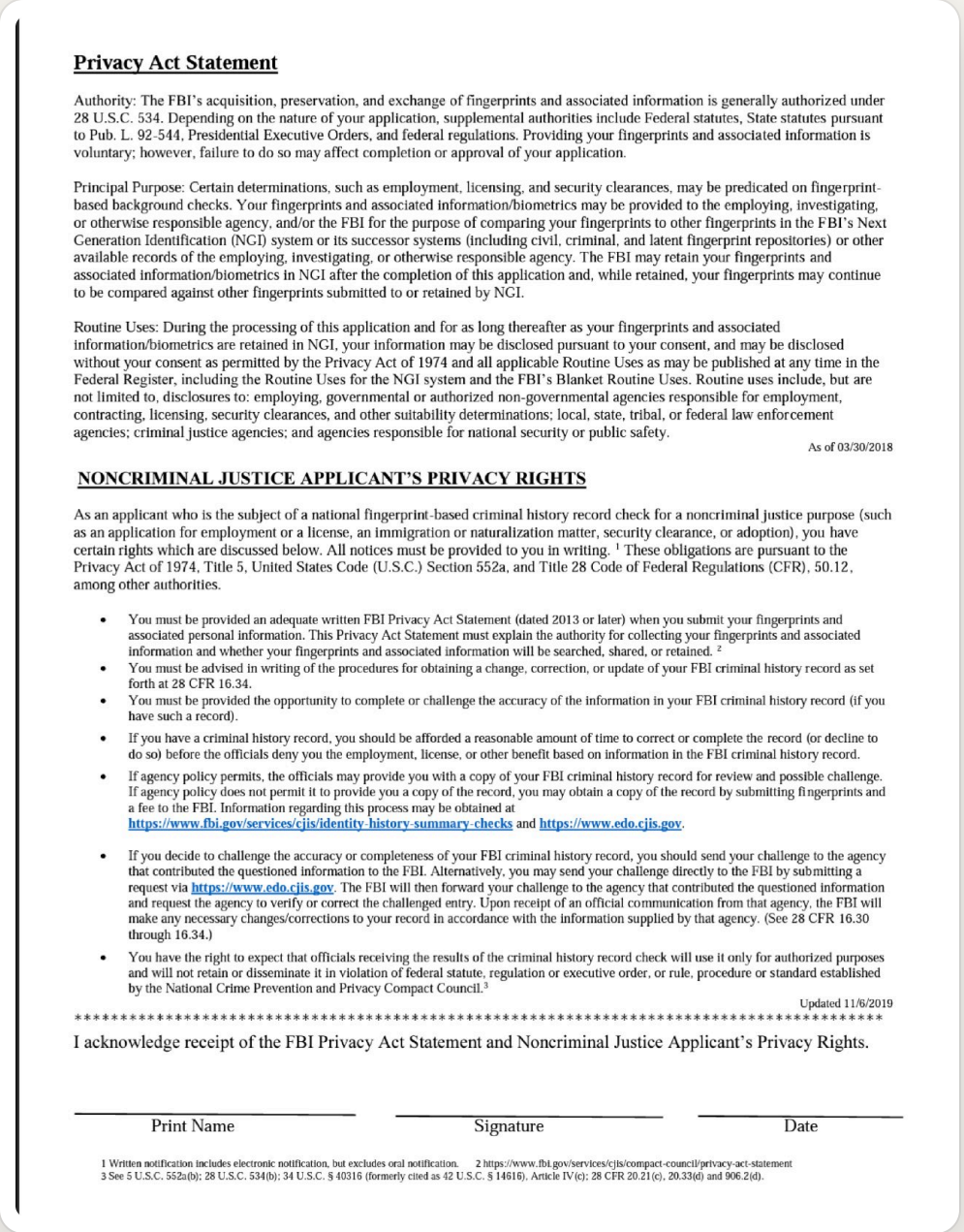
Sign the Privacy Act Statement

1. This is the Privacy Act Statement. Print, sign and date the last page.
2. Attach the signed form to your application.



Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. [1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. [2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

Updated 11/6/2019

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I acknowledge receipt of the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights.

Print Name _____ Signature _____ Date _____

1 Written notification includes electronic notification, but excludes oral notification. 2 https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
3 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

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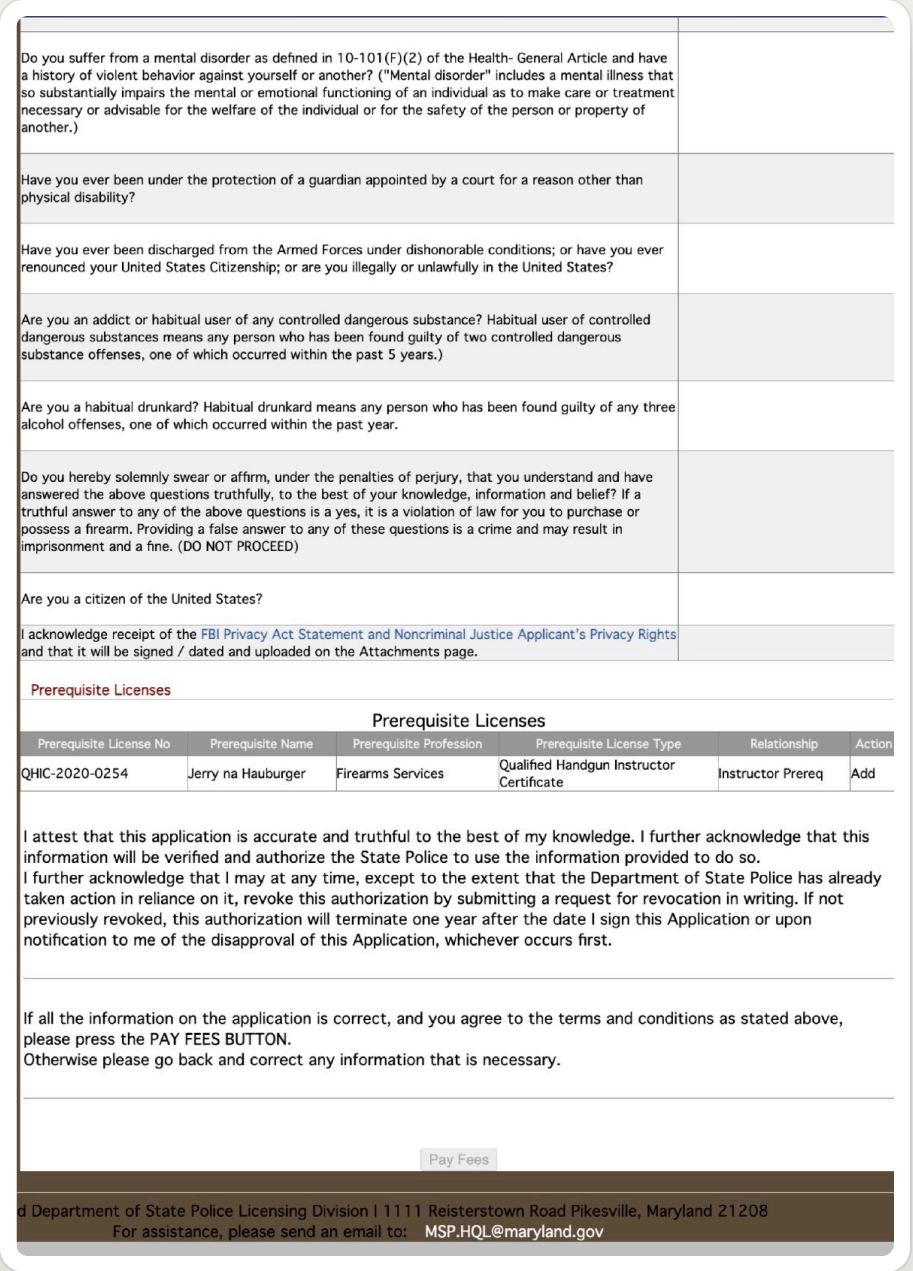
Finish and pay

1. Click **Finish**.
2. Pay the state fee.

KEEP YOUR RECEIPT

Save or screenshot the confirmation page. It is your proof of submission.



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.)	
Have you ever been under the protection of a guardian appointed by a court for a reason other than physical disability?	
Have you ever been discharged from the Armed Forces under dishonorable conditions; or have you ever renounced your United States Citizenship; or are you illegally or unlawfully in the United States?	
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.)	
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.	
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 above questions is a yes, it is a violation of law for you to purchase or possess a firearm. Providing a false answer to any of these questions is a crime and may result in imprisonment and a fine. (DO NOT PROCEED)	
Are you a citizen of the United States?	
I acknowledge receipt of the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights and that it will be signed / dated and uploaded on the Attachments page.	

Prerequisite Licenses

Prerequisite Licenses

Prerequisite License No	Prerequisite Name	Prerequisite Profession	Prerequisite License Type	Relationship	Action
QHIC-2020-0254	Jerry na Hauburger	Firearms Services	Qualified Handgun Instructor Certificate	Instructor Prereq	Add

I attest that this application is accurate and truthful to the best of my knowledge. I further acknowledge that this information will be verified and authorize the State Police to use the information provided to do so.
I further acknowledge that I may at any time, except to the extent that the Department of State Police has already taken action in reliance on it, revoke this authorization by submitting a request for revocation in writing. If not previously revoked, this authorization will terminate one year after the date I sign this Application or upon notification to me of the disapproval of this Application, whichever occurs first.

If all the information on the application is correct, and you agree to the terms and conditions as stated above, please press the PAY FEES BUTTON.
Otherwise please go back and correct any information that is necessary.

Pay Fees

d Department of State Police Licensing Division I 1111 Reisterstown Road Pikesville, Maryland 21208
For assistance, please send an email to: MSP.HQL@maryland.gov

What happens next

Your application is submitted once the fee is paid. MSP runs the background check and issues your HQL.

1

Allow up to 30 days

HQL processing takes up to 30 days. Please do not call before then. MSP contacts you through the eMDSP portal and your email, so log in to check your status.

2

Your HQL is issued

Your license is valid for 10 years from the date of issue. Do not buy a handgun until you have it.

3

Buying a handgun?

You also need the 77R application. See our 77R guide. A valid HQL is required both when you submit the 77R and when you take possession.

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Questions?

Call or text 443-292-2273 or email mdhqltraining@gmail.com. Please do not call about the status of your application before the 30 days have passed.