

## INSTRUCTIONS FOR APPLYING FOR A HANDGUN PERMIT

1. Go to [www.in.gov/isp](http://www.in.gov/isp)
2. Click on FIREARMS LICENSING at the top of the page.
3. Click on CLICK HERE TO READ MORE under where it says NEW! FIREARMS LICENSE APPLICATION PROCESS.
4. Under step 1, click BEGIN YOUR APPLICATION ONLINE.
5. Click on APPLY NOW
6. Fill in your information and click next.
7. Check the box in the top left hand corner if you have entered all information to be true to the best of your knowledge and click next.
8. Write down the application number the program gives you and click continue.
9. Continue entering your information on the next few pages, including choosing the type of permit you wish to apply for.
10. Verify your email address is correct when asked.
11. Continue entering more personal information.
12. Answer all the criminal history questions and click continue.
13. Review all the information you have entered to be sure it is correct. Any incorrect information can result in a denial by the Indiana State Police.
14. **ATTENTION: YOU MUST MAKE AN APPOINTMENT FOR FINGERPRINTS!!!** ISP only accepts electronic fingerprinting for handgun permits. The Tipton County Sheriff's Office CANNOT complete these fingerprints.

To make your appointment for fingerprinting, click online scheduling. Follow the directions on the fingerprinting company's website to schedule your appointment. Make sure you have gone through all the steps to schedule your appointment. Unless you see at the top of the page that your appointment is scheduled, you have not completed the appointment process.

You may then pay your **FINGERPRINT** fee (\$12.95) online, continue to enter your payment information.

15. After completing your fingerprinting, you will go to the local police agency. If you live out in the county and NOT in the city limits for Tipton, you will go to the Tipton County Sheriff's Office (**Monday through Friday 8:00AM to 3:00PM**). If you live in the city limits, you will go to the Tipton City Police Department.

	<u>State Fee</u>	<u>Fingerprint Fee</u>	<u>Local Fee</u>
5 Year Permit	\$0	\$12.95	\$0
Lifetime Permit	\$0	\$12.95	\$0
Lifetime Permit w/ current permit	\$0	\$12.95	\$0

**\*\*If you did not make your fingerprint appointment while applying for your handgun permit or you need to make changes to your appointment time, you may call 1-877-472-6917. You will need your application number.**