

## APPLICATION FOR LICENSE TO CARRY A HANDGUN (LTC)

Application for a LTC may be submitted online at: <https://txapps.texas.gov/txapp/txdps/chl/login.do>

Prosecutors, active or retired Texas Police Officers applicants would select **yes** when asked the question below in the online process.

Are you:

- An Active or Retired Judicial Officer (GC §411.201)
- Retired Federal Officer (GC §411.201)
- An Active Texas Prosecutor (GC §411.201)
- An Active Texas Peace Officer (GC §411.1991)
- A correctional officer currently employed by the Texas Department of Criminal Justice (GC §411.1952)
- An Honorably Retired Texas Peace Officer (GC §411.199)(GC §411.1992)



Applicant will be offered several choices. The applicant will make the appropriate selection. Current serving district and county prosecutors are exempt from the classroom portion of the LTC course.

### **Active Judicial Officer \$25**

- Electronic fingerprints submitted using FAST (for more information regarding fingerprint services visit the Regulatory Services Division website at: <http://www.dps.texas.gov/RSD/CHL/index.htm>)
- CHL-6 is required if applicant does not hold a Texas DL or ID Card. Out of State applicants must submit a copy of their state DL or ID Card
- NOTE for Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the LTC
- CHL-100 Certificate of Training Form (received from LTC instructor upon course completion); OR Statement from TCOLE certified instructor indicating applicant demonstrated proficiency within the year of application. (GC§411.1882)
- A statement from the employing agency is preferred but not required

### **Retired Judicial Officer \$25**

- Electronic fingerprints submitted using FAST (for more information regarding fingerprint services visit the Regulatory Services Division website at: <http://www.dps.texas.gov/RSD/CHL/index.htm>)
- CHL-6 is required if applicant does not hold a Texas DL or ID Card. Out of State applicants must submit a copy of their state DL or ID Card
- NOTE for Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the LTC
- CHL-100 Certificate of Training Form (received from LTC instructor upon course completion)

### **Retired Federal Officer \$25**

- Electronic fingerprints submitted using FAST (for more information regarding fingerprint services visit the Regulatory Services Division website at: <http://www.dps.texas.gov/RSD/CHL/index.htm>)
- NOTE for Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the LTC
- CHL-100 Certificate of Training Form (received from LTC instructor upon course completion)

### **Felony Prosecutor \$0**

- Electronic fingerprints submitted using FAST (for more information regarding fingerprint services visit the Regulatory Services Division website at: <http://www.dps.texas.gov/RSD/CHL/index.htm>)
- CHL-6 is required if applicant does not hold a Texas DL or ID Card. Out of State applicants must submit a copy of their state DL or ID Card
- NOTE for Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the LTC
- CHL-100 Certificate of Training Form (received from LTC instructor upon course completion); OR Statement from TCOLE certified instructor indicating applicant demonstrated proficiency (GC§411.1882)

### **Other Prosecutor \$140**

- Electronic fingerprints submitted using FAST (for more information regarding fingerprint services visit the Regulatory Services Division website at: <http://www.dps.texas.gov/RSD/CHL/index.htm>)
- CHL-6 is required if applicant does not hold a Texas DL or ID Card. Out of State applicants must submit a copy of their state DL or ID Card
- NOTE for Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the LTC
- CHL-100 Certificate of Training Form (received from LTC instructor upon course completion); OR Statement from TCOLE certified instructor indicating applicant demonstrated proficiency (GC§411.1882)

### **Active Texas Peace Officer \$25**

- Effective 9/1/2015, active peace officers are not required to submit fingerprints or a letter from the head of the law enforcement agency.
- Please provide the completed **Consent Form** found at the end of this instructions document. The department will utilize fingerprints on file to conduct the required background check. If further documentation is needed you will be notified.

### **Correctional officer (Texas Dept. of Criminal Justice) \$25**

- Electronic fingerprints submitted using FAST (for more information regarding fingerprint services visit the Regulatory Services Division website at: <http://www.dps.texas.gov/RSD/CHL/index.htm>)
- CHL-6 is required if applicant does not hold a Texas DL or ID Card. Out of State applicants must submit a copy of their state DL or ID Card
- NOTE for Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the LTC
- CHL-100 Certificate of Training Form (received from LTC instructor upon course completion)
- Proof of current employment with employing agency.

### **Honorably Retired Texas Peace Officer \$25**

- Electronic fingerprints submitted using FAST (for more information regarding fingerprint services visit the Regulatory Services Division website at: <http://www.dps.texas.gov/RSD/CHL/index.htm>)
- LTC-6 is required if applicant does not hold a Texas DL or ID Card. Out of State applicants must submit a copy of their state DL or ID Card
- NOTE for Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the LTC
- Sworn statement from the head of the agency employing the applicant as specified by GC§411.199 or GC §411.1992 (if not on file)

**Note:** If you are the head of the law enforcement agency, please contact the department for further instructions using the e-mail provided below

At the end of the application process, a receipt (check list) will be generated. The checklist should be saved for your records. The required supporting documents as noted in the checklist should be e-mailed to [RSD\\_LRS\\_CHL@dps.texas.gov](mailto:RSD_LRS_CHL@dps.texas.gov) (Sample affidavits/sworn statements are attached).

Applicants will be offered the opportunity to schedule an appointment for fingerprints at the end of the application process. Fingerprints will be required in order for the Department to conduct the background check as required by statute. This does not apply to Active Peace Officers.

**Felony Prosecutors** are exempt from the \$140.00 application fee.(GC§ 411.201(h)

**Other Prosecutors** are required to submit the \$140.00 application fee.(GC§411.174)

**Correctional Officers (Texas Dept. of Criminal Justice)** are required to submit the \$25 application fee. (§411.1953)

**Honorably Retired Peace Officers** are required to submit the \$25 application fee. (§411.1992)

Documents may be emailed to:

[RSD\\_LRS\\_CHL@dps.texas.gov](mailto:RSD_LRS_CHL@dps.texas.gov)

STATE OF TEXAS  
COUNTY OF TRAVIS

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AFFIDAVIT

BEFORE ME, the undersigned Notary Public, on this day personally appeared [*insert name of Head of Law Enforcement Agency, insert Title*], and stated under oath:

“My name is [*insert name of Head of Law Enforcement Agency*] and I am the [*insert Title*] of the [*insert name of Agency*]. I am over eighteen years of age, of sound mind, and capable of making this affidavit. [*Insert Applicant name*] hereinafter referred to as Applicant, at the time of retirement on [*insert date*], held the rank of [*insert rank*]; held the status of Peace Officer; was not accused of misconduct; did appear to be physically and mentally fit to possess a handgun; demonstrated proficiency with a handgun during the last year of employment; would be eligible for reemployment with the [*insert Agency name*]; and is recommended for issuance of a License to Carry a Handgun..”

\_\_\_\_\_  
(signature)

[*Name of Head of Law Enforcement Agency*] [*Title, Agency Name* ]

SWORN TO AND SUBSCRIBED before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

NOTARY PUBLIC for the State of Texas

My commission Expires:

SWORN TO AND SUBSCRIBED before me on this *insert date* day of *insert month*, *insert year*.

**SWORN STATEMENT OF HANDGUN PROFICIENCY**  
**FOR PURPOSES OF**  
**TEXAS GOVERNMENT CODE §411.1882**

BEFORE ME, the undersigned notary public, on this day personally appeared \_\_\_\_\_, who, being by me duly sworn on oath deposed and said:

“My name is \_\_\_\_\_. I am a handgun proficiency instructor approved by the Texas Commission on Law Enforcement.

“On \_\_\_\_\_ (*date*), \_\_\_\_\_ (*name*) demonstrated proficiency in the use of handguns.

\_\_\_\_\_  
Signature

SWORN TO AND SUBSCRIBED before me on this \_\_\_\_ day of \_\_\_, 20 \_\_\_\_ A.D.

\_\_\_\_\_  
NOTARY PUBLIC for the State of Texas

My commission Expires: \_\_\_\_\_



Texas Department of Public Safety  
 Regulatory Services Division  
 www.dps.texas.gov

- MUST USE MOST **CURRENT** FORM
- **TYPED** PREFERRED OR **PRINT** CLEARLY

**LICENSE TO CARRY A HANDGUN**

For DPS Use Only

**CONSENT FOR USE OF FINGERPRINT CARD ON FILE  
 LICENSE TO CARRY A HANDGUN (FOR ACTIVE TEXAS PEACE OFFICERS)**

<input type="radio"/> State DL	OR	Issuing State:	DL or ID Number:	PID Number:
<input type="radio"/> State ID				
Last Name:		First Name:		Middle Name:
Rank:				
Mailing Address:				
City:	State:	ZIP + 4:	County:	
Residence Address:				
City:	State:	ZIP + 4:	County:	

**INSTRUCTIONS FOR FINGERPRINT CARD SUBMISSION:**

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Applicant Name (printed) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (MM/DD/YYYY)

PRIVACY

POLICY:

Sec. 559.003. RIGHT TO NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES.

- (a) Each state governmental body that collects information about an individual by means of a form that the individual completes and files with the governmental body in a paper format or in an electronic format on an Internet site shall prominently state, on the paper form and prominently post on the Internet site in connection with the electronic form, that:
- (1) with few exceptions, the individual is entitled on request to be informed about the information that the state governmental body collects about the individual;
  - (2) under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information; and
  - (3) under Section 559.004 of the Government Code, the individual is entitled to have the state governmental body correct information about the individual that is incorrect.
- (b) Each state governmental body that collects information about an individual by means of an Internet site or that collects information about the computer network location or identity of a user of the Internet site shall prominently post on the Internet site what information is being collected through the site about the individual or about the computer network location or identity of a user of the site, including what information is being collected by means that are not obvious.

Please visit: <http://www.statutes.legis.state.tx.us/docs/GV/htm/GV.559.htm>