

Concealed Carry NOLA Presents

How to apply for a Louisiana Concealed Handgun Permit online <u>www.concealedcarrynola.com</u> 504-430-7409

Before You Start The Application

- Welcome to Concealed Carry NOLA's tutorial on how to apply for a concealed handgun permit online via the LSP web portal.
- You must complete a training course approved by the Louisiana State Police Concealed Handgun Unit and get a certificate of training prior to applying for the permit.
- You must also have a valid Louisiana drivers license or ID
- There may also be additional documents required depending on your particular circumstances. Please consult your instructor or the LSP website for more information on what documents may be required for your application.

Website Links

- Link to online app: <u>https://chp-web.dps.louisiana.gov/</u>
- Link to LSP website: <u>http://www.lsp.org/handguns.html</u>
- Link to course schedule Concealed Carry NOLA http://concealedcarrynola.com/Schedule.html
- Link to PDF of printable application with instructions: <u>http://concealedcarrynola.com/images/chApplication.pdf</u>



Getting Started

Start Application

Search Application

Change of Address Request

FFL CHP Status Inquiry



Contact Information

General Information Line LSP HQ Main Number: (225) 925-6006

Click here for GENERAL INFORMATON AND INSTRUCTIONS and MAIL-IN APPLICATION



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Online Conduct Dellas

I ACCEPT the above statement

Best if viewed using IE 7.0 or higher with min screen resolution of 1024 x 769 or higher

Starting a Application

Click on the following link to go to the above pictured URL to start the application: <u>https://chp-web.dps.louisiana.gov/</u>



You must check the box at the bottom accepting the terms of use policy before you can click "Start Application." Then click "Start Application" on the right to start the application.

LAC Later Constants	HP Ogen Rent		Home Help							
• Please enter a valid email address. This email address will be used to send important information about this application. The please enter a valid email address. This email address will be used to send important information about this application.										
 The system will auto generate the Instructor's name by entering the valid Instructor's number. Enter only numbers in LSP Instructor # field. 										
Application Type	Solact Application Tran	Applicant Registration Inform	nation							
Last Name	аскал драканын турс	First Name	Middle Suffix 😮							
Email address		Retype Email address	D/I State Scient State							
Daytime/Business Phone	(Home/Contact Phone	Fax ()							
		65K85 Generate New Image Type the code	from the image							

Once you click "Start Application" you will come to the "Applicant Registration Information" page.

LACI Leasant Lorenal of Par	HP Contraction	
	Welcome to Louisiana State Concealed Han	dgun Permit Registration
 Please enter a v. Image code at ti The system will Enter only numb 	alid email address. This email address will be used to send important he bottom is not case sensitive. auto generate the Instructor's name by entering the valid Instructor' ers in LSP Instructor # field.	information about this application. is number.
	Applicant Registration Infor	mation
Application Type		
Last Name	Concealed Handgun Permit Special Commission Officer & One year Permit	Niddle Suffix C
Email address	Instructor Permit 45 Day Permit for Permanent Injunction or Protective Order	
	Dirver's License	D/L State Select State
Daytime/Business Phone	() Home/Contact Phone ()	Fax ()
	65K8 Generate New Image Type the cod Register Cancel	e from the image

You will then select "Concealed Handgun Permit" from the drop down menu next to "Application Type", and fill in the rest of the information requested. You will need your instructor's LSP number to start the application. My instructor number is "530." Once you enter this number it will pull up my instructor information and that will tell the LSP which instructor taught your certification course. You will then click "Register" button at the bottom. From: Do_not_reply_CHP@dps.la.gov Subject: Concealed Handgun Permit Registration - (Concealed Handgun Permit) Date: To:

Application Registration for Concealed Handgun Permit was complete.

You will need the 'Reference ID' and 'PIN' to start/access your application.

Reference ID: PIN:

Click on the link below or cut and paste it in the web browser address bar. https://chp-web.dps.louisiana.gov//FrontUser/SearchApp.aspx?r=jfapmswu0nl&p=APMSW&t=1

Autogenerated by LDPS CHP Server.

P.O. Box 66375, Baton Rouge, LA 70896-6375 Customer Service: (225) 925-4867 / Fax: (225) 922-0225

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Once you start the application you will receive an email with a Reference ID, PIN, and a link that you will click on to start entering data into your application. Be sure to save the email. You will need the Reference ID and PIN to access you application. You will also need to provide the last four digits of your social security number to access your application. Now click on the link in the email to start entering data into your application.

General Information Page:

Now you will start entering the data required on the first tab of the online application. You will need to supply them with address going back 15 years if you have not been a resident of Louisiana for the past consecutive 15 years. If you have a out of state address you will use "out of state" in the "Parish/County" drop down menu

Click here for GENERAL INFORMATON AND Print INSTRUCTIONS **Review And Submit** First Name Record Status: INCONPLETE Last Name Social Security Number . The data on this page can be saved by clicking on SAVE' button or clicking on an application tab Select 'Out Of State' for Parish/County, if you are outside of Louisiana State. system will auto generate the Instructor's name by entering the valid Instructor's number. Questonnaire Additional Into Affidevits Applicar Attachments Applicant Information Application Type: O New Renewal Lifetime Last Kame **First Name** Middle Name SURIN Maidan Name List Any Aliases or Legal Name Changes Add Aliases Last Name First Name Middle Name Race **Home Phone Number Daytime/Business Phone** Sex WHITE Hair Color Height Eye Color GREY * ft. in. BLUE Date of Birth Social Security Number Parish Of Residence mm/dd/yyw Driver's License Number D/L Issue State Issue Date of D/L Expiration Date of D/L LOUISIANA mm/dd/yy/y mm/dd/yyyy LA Identification Card Number Issue Date of ID Expiration Date of ID Place Of Birth mm/dd/yy/ mm/cd/vvvv LSP Instructor# Instructor First Name Instructor Last Name David Nevma Street Address City State Zin Code Parish/County Current Physical Address: ۰. Mailing address same as physical address? Street Address City Mailing Address: State Zin Code Parish/County . Check here if you have resided at current residence for more than (fileen (15) years **Previous Residences** Add Address Complete this section if you have not lived at your current address for the fifteen (15) years preceeding the date of this application Address From To Street Address City State **Zig Code** Parish/County mm/dd/yyyy mm/dd/yyyy I DUISIANN . -Street Acdress 223 LOUIS MOREL LN City State **Zis Code** Parish/County mm/dd/yyyy mm/dd/yyyy LOUISIANA 10

Save Your Data:

Note at the top right of the page there is a "Save" button. You should save your data as you enter it. You may also want to use the "Validate" button to make sure that you have entered all the information required before you move to the next page of the online application. If you have to stop in the middle of your application saving your data will allow you to start where you left off when you pull up the application again.

Click here for GENERAL INFORMATON AND Print INSTRUCTIONS Review And Submi First Name Record Status: INCONPLETE Last Name Social Security Number . The data on this page can be saved by clicking on SAVE' button or clicking on an application tab. Select 'Out Of State' for Parish/County, if you are outside of Louisiana State. system will auto generate the Instructor's name by entering the valid Instructor's number. Affidevits Applicar Cuestonnaire Additional Into Attachments Applicant Information Application Type: O New Renewal Lifetime Last Kame **First Name** Middle Name SURIN Maidan Name List Any Aliases or Legal Name Changes Add Aliases Last Name First Name Middle Name Race **Home Phone Number Daytime/Business Phone** Sex WHITE Hair Color Height Eye Color BLUE GREY * ft. in. Date of Birth Social Security Number Parish Of Residence mm/dd/yyw Driver's License Number D/L Issue State Issue Date of D/L Expiration Date of D/L LOUISIANA mm/dd/yy/y mm/dd/yyyy LA Identification Card Number Issue Date of ID Expiration Date of ID Place Of Birth mm/dd/yy/ mm/cd/vvvv LSP Instructor N Instructor First Name Instructor Last Name David Nevma Street Address City State Zin Code Parish/County Current Physical Address: . Mailing address same as physical address? Street Address City State Zin Code Parish/County Mailing Address: . Check here if you have resided at current residence for more than (fileen (15) years **Previous Residences** Add Address Complete this section if you have not lived at your current address for the fifteen (15) years preceeding the date of this application Address From To Street Address City State **Zig Code** Parish/County mm/dd/yyyy mm/dd/yyyy I DUISIANN . -Street Acdress 223 LOUIS MOREL LN City State **Zis Code** Parish/County mm/dd/yyyy mm/dd/yyyy LOUISIANA 10

	Place of Employment		
Employer Name			
Street Address			
City	State	Zip Code	Parish/County
	Select a State		Select a Parish
Name of Supervisor			Contact Number
			()
	Employer Name Street Address City Name of Supervisor	Employer Name Street Address City State Select a State Name of Supervisor	Employer Name Street Address City State Zip Code Select a State Name of Supervisor

Marital Status				
Marital Status (Check all that Apply)		MARRIED		

Next

General Information Page Continued:

At the bottom of the page you will find "Place of Employment" and "Marital Status." If you are currently married but were divorced prior to your current marriage you will need to check both boxes "Married" and "Divorced." This will prompt you later to upload a copy of your divorce decree's on the "Attachments Page." When you're done with entering data into this page you should click the "validate" button at the top right to make sure everything is entered correctly. Then click the "save" button at the top to save your data. Then click "Next" at the bottom of the screen.

Questionnaire Page:

You must answer "yes" or "no" to all of the questions on this page. Note in question 7 if you have ever been arrested you must answer "yes". Even if the

charges were dropped, set aside, dismissed, or expunged. If you answer "no" and the LSP finds an arrest your application will be denied. That would be considered lying on the application and once you are denied a permit it is very difficult to get one. When you're done with entering data into this page you should click the "validate" button at the top right to make sure everything is entered correctly. Then click the "save" button at the top to save your data. Then click "Next" at the bottom of the screen.



Additional Info Page:

You may need a medical form signed by your doctor if you answered "yes" to questions 13-19. (see link below) You will also need a copy of your DD214 if you have served in the military. You will not be charged a permit fee if you have served in the military and supply the LSP with a copy of your DD214. When you're done with entering data into this page you should click the "validate" button at the top right to make sure everything is entered correctly. Then click the "save" button at the top to save your data. Then click "Next" at the bottom of the screen.



Link to medical form: http://concealedcarrynola.com/images/chMedicalDispo.pdf

Attachments Page:

On this page you will upload a copy of your drivers license or ID, and the certificate of training. Depending on your particular circumstances you may have additional documents to upload. Each document should be in a separate file and in PDF format preferred. The system will be asking for each category of document separately. You can combine all "dispositions of arrest" and "divorce decrees" into one PDF file. When you're done with entering data into this page you should click the "validate" button at the top right to make sure everything is entered correctly. Then click the "save" button at the top to save your data. Then click "Next" at the bottom of the screen.



Review and Submit Page:

Now that you have entered your data and uploaded all necessary documents (except for fingerprints) you are ready to review your information before your submit your application. Click the button at the top right that says "Review and Submit." Be sure to check the information on each page of the online application for errors and correct them accordingly. On each page you will click "Continue Review and Submit" after you are sure all of your data is correct. If you have to make changes be sure to save your changes by clicking the "save" button on any page.



Print Before You Click Final Submit:

Notice at the top of this page in blue it is prompting you to print your application before you click submit. It is very important that you print the sheet with the bar code at the bottom before you submit the application so that you can submit your fingerprints along with the bar code sheet. This will tell the LSP what application to put your fingerprints with. You will not be able to pull up the application again once it is submitted. You may also want to save a copy in

PDF format for your records. Once you have printed the sheet with the bar code at the bottom you can now enter the "PIN" number you received when you started the application and click the final "Submit" button.

!!! PLEASE PRINT THE APPLICATION BEFORE SUBMITTING !!!





Once you click "Submit" your screen should say "You application is submitted to LA CHP". You must submit your fingerprints within 2 weeks of submitting your application online. If you are going to Baton Rouge to get your fingerprints done you will need to remember to bring the sheet with the bar code with you when you go to the LSP CHP office.

LSP CHP Office Info:

- Louisiana State Police Concealed Handgun Unit, 7919 Independence Blvd, Baton Rouge, LA. 70806
- Office hours 8:30AM-4:30PM Monday Thursday, and 8:30AM-1:00PM on Friday
- The do accept credit cards for fingerprints and they only charge \$10
- Once you get your fingerprints done you will receive and email stating that they have accepted or approved your application, click on this link to pay.
- Once you pay for the permit via the link in the email your permit will show up in the mail usually within 10-21 working days.



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Email: <u>concealedcarrynola@cox.net</u> <u>www.concealedcarrynola.com</u> For more information about firearms training please contact David Newman Instructor #530