

Warsaw Police Department

Instructions for the Online Firearms Permit Application Process

~ 1 ~

The online application process is administered by the Indiana State Police Firearms Licensing Section. All questions can be directed to them at (317) 232-8264. Please read these instructions completely before calling. If you have other questions about Indiana firearms laws, please check to see if your question is answered on the Firearms FAQ page on the Indiana State Police Website.

Upon opening the application website, you will see a list of counties. You must select the county in which you reside. If you are an out-of-state resident that is eligible for an Indiana permit because you have a regular place of business or employment in Indiana, then you select the county in which the regular place of business or employment is located. If your county is not listed, then you are not currently eligible to apply using the online application process. The application process for these counties begins at the local law enforcement agency covering the jurisdiction in which the applicant resides.

Please submit only one online application during a 60-day period. An application that is incomplete or submitted incorrectly will become invalid after 60-days. If you are not sure your application was submitted properly, call the local law enforcement agency covering the jurisdiction in which you reside to see if the application appears in the "queue." If you realize that you made an error on the application, the application can be edited by your local law enforcement agency. The applicant will receive a confirmation page with an application number. Print this page for your records and take the copy with you to the local agency when you pay your local fee.

All applicants will have to go to the local law enforcement agency in which the applicant resides and pay a local fee to that agency.

A printed copy of the online application completed by the applicant will not be accepted in its paper form and is not considered legal proof of application. The online application must be submitted electronically, and a legally accepted copy can be obtained from your local law enforcement agency.

Any applicant wishing to receive their license quickly and/or wants to pay for their state fee using a credit card should use the L1 option offered at the end of the application process. **All applicants must obtain INKLESS/ELECTRONIC fingerprints through L1 Identity Solutions effective May 1, 2013. The Warsaw Police Department does not provide this service.**

ELECTRONIC APPLICATION PROCEDURE:

1. Open the application website at <http://aries.in.gov/Firearms/Permit.aspx>.
2. Select Kosciusko County.
3. Verify that Kosciusko County is in the upper right hand corner of the application.
4. Answer all questions that apply.

Warsaw Police Department

Instructions for the Online Firearms Permit Application Process

~ 2 ~

5. Your full legal name must be provided on the application. For example: “Chuck” is not appropriate if your name is “Charles.” Failure to disclose your legal name can result in the denial of your application for false statement. If your legal name is composed of initials, it would be helpful for you to present verification such as a birth certificate or court papers documenting name change to the Warsaw Police Department and the State Police. The alias blank is for prior legal names, maiden names, and informal names used such as “Jack.”
6. If you answer “yes” to the question, “Have you ever been convicted of any misdemeanor or felony violation, including DUI?” then you must list all charges for which you have been convicted. Failure to do so can result in the denial of your application for false statement. It is a felony to intentionally provide false information. If you are unsure of your record, discuss this when you visit your local law enforcement agency. You can also review your personal criminal history that has been submitted to the Indiana State Police by scheduling a request to review/challenge your Indiana criminal history through the inkless system that can be accessed on the Indiana State Police website (www.in.gov/inkless.) You may also have to contact local and out-of-state jurisdictions where you were arrested for that information.
7. If you have problems seeing the “continue on” after acknowledging the perjury statement, try lowering your screen resolution on your display in the control panel of your computer. You might also try enabling pop-ups temporarily.
8. **Review** the information on the application before submitting it. The applicant is responsible for the information on the application – no exceptions.
9. If you do not know a previous license number, put “UNK” and estimate the year if not known.
10. If you answer “Yes” to the question, “Have you ever been treated for psychiatric healthcare or an emotional or mental illness?” then you must submit documentation from the care provider. See the FAQ page for more information on this topic.
11. To apply for a lifetime permit with the reduced fee, you must hold a valid permit of the same type (i.e., personal protection or hunting and target) at the time of application. If you do not hold a current permit, you must pay the full fee. Retired law enforcement officers must present further verification to receive the fee exempt permit (see FAQ’s for more information.) To qualify for the fee exempt dealer’s license, you must be a licensed Indiana firearms dealer.
12. At the end of the application process, print your confirmation page to take with you when you go to the Warsaw Police Department.
13. At the end of the online application, you will be presented with a choice to schedule an appointment at an L1 Identity Solutions (INKLESS) site for fingerprints. L1 Identity Solutions

Warsaw Police Department

Instructions for the Online Firearms Permit Application Process

~ 3 ~

charges a fee to process your fingerprints and state fee payment. The advantage to L1 is that your application begins processing by the Firearms Licensing Section more quickly than a non-L1 application. The state fee can also be paid online and with a credit card in the L1 process.

14. When you schedule an appointment with L1 Identity Solutions, you will provide your fingerprints and state fee through that service. After completing the L1 process, you will need to contact the Warsaw Police Department at 574-372-9515. You should take all of your receipts. You will complete the application process and pay the local fee at this visit.

15. **After your appointment with L1 Identity Solutions, your next step is to schedule an appointment with the Warsaw Police Department. You should call 574-372-9515 during normal business hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. You will need to pay the local fee at this appointment. Additionally, a local background check needs to be completed by the Warsaw Police Department. NOTE: Effective May 1, 2013, all fingerprints must be completed electronically through the service provided by L1 Identity Solutions. The Warsaw Police Department does not have the equipment to provide fingerprints inkless or electronically.**

16. At the time of your appointment at the Warsaw Police Department, you will need a copy of your online application, a photo ID, and cash for the local processing. **The Warsaw Police Department does not accept checks or credit/debit cards.**

| | | |
|-------------|---|------|
| Local Fees: | 4-year hunting and target. | \$10 |
| | 4-year personal protection. | \$10 |
| | Lifetime hunting/target w/no current license. . | \$50 |
| | Lifetime hunting/target w/current valid license | \$40 |

The next page describes the qualifications a person must meet to be eligible under state law to obtain a handgun permit in Indiana.

Warsaw Police Department

Instructions for the Online Firearms Permit Application Process

~ 4 ~

IC 35-47-1-7

"Proper person"

Sec. 7. "Proper person" means a person who:

- (1) does not have a conviction for resisting law enforcement under IC 35-44.1-3-1 within five (5) years before the person applies for a license or permit under this chapter;
- (2) does not have a conviction for a crime for which the person could have been sentenced for more than one (1) year;
- (3) does not have a conviction for a crime of domestic violence (as defined in IC 35-31.5-2-78), unless a court has restored the person's right to possess a firearm under IC 35-47-4-7;
- (4) is not prohibited by a court order from possessing a handgun;
- (5) does not have a record of being an alcohol or drug abuser as defined in this chapter;
- (6) does not have documented evidence which would give rise to a reasonable belief that the person has a propensity for violent or emotionally unstable conduct;
- (7) does not make a false statement of material fact on the person's application;
- (8) does not have a conviction for any crime involving an inability to safely handle a handgun;
- (9) does not have a conviction for violation of the provisions of this article within five (5) years of the person's application;
- (10) does not have an adjudication as a delinquent child for an act that would be a felony if committed by an adult, if the person applying for a license or permit under this chapter is less than twenty-three (23) years of age;
- (11) has not been involuntarily committed, other than a temporary commitment for observation or evaluation, to a mental institution by a court, board, commission, or other lawful authority;
- (12) has not been the subject of a:
 - (A) ninety (90) day commitment as a result of proceeding under IC 12-26-6; or
 - (B) regular commitment under IC 12-26-7; or
- (13) has not been found by a court to be mentally incompetent, including being found:
 - (A) not guilty by reason of insanity;
 - (B) guilty but mentally ill; or
 - (C) incompetent to stand trial.

As added by P.L.311-1983, SEC.32. Amended by P.L.191-1984, SEC.1; P.L.148-1987, SEC.3; P.L.269-1995, SEC.5; P.L.49-2005, SEC.1; P.L.118-2007, SEC.34; P.L.127-2011, SEC.3; P.L.114-2012, SEC.139; P.L.126-2012, SEC.57.