

Carmel Police Department will be temporarily processing payments for Gun Permit Applications over the phone. Before you begin this final process with the Carmel Police Department, you must complete the following.

### **APPLY FOR A HANDGUN PERMIT -**

Please visit <http://www.in.gov/isp/> and click on Firearms Licensing, then click Firearms Application Process. Please read all instructions before filling out the online application. After applying, please schedule and complete your electronic fingerprints.

### **FINGERPRINTING –**

You need to make an appointment to get your fingerprints done electronically. The State Firearms site may say you can visit your local law enforcement agency – this is incorrect. To make an appointment at the IdentoGO (formerly L1/MorphoTrust) site, please visit <https://www.identogo.com/>. You will need your application number to make your appointment.

**Your fingerprints need to be completed BEFORE you call the Carmel Police Department.**

The IdentoGO website has a list of sites in the area that can do the electronic fingerprints. You can go to any of the sites listed.

### **CARMEL POLICE DEPARTMENT PROCESS –**

The local fee will be paid to the Carmel Police Department over the phone by credit card only. There is an additional fee of \$1.75.

NOTE: Your address on your driver's license must match what is on your Gun Permit Application. If it does not, you must get a new one before you can continue the process.

Take a picture of your fingerprint receipt and driver's license. Email these pictures *AS ATTACHMENTS* to **CPDRECORDS@CARMEL.IN.GOV**

- In SUBJECT LINE of email, enter your Gun Permit Application Number
- In email list a phone number in order for a Records Specialist to contact you.

Once email is sent, please allow 48-72 hours to receive a phone call from one our Records Specialists. Be prepared to have your credit card information available.

In summary:

- Apply online through the State website
- Schedule appointment for electronic fingerprints though IdentoGO
- Pay state fee and fingerprint fee (online or at IdentoGO facility)
- Pay local fee (credit card only, over phone – NO WALK-INS)
- Wait for the state to process the application (could be several months during backlogs of applications)