



TRAIL CREEK POLICE DEPARTMENT

APPLICATION FOR HANDGUN CARRY PERMIT

THE TRAIL CREEK POLICE DEPARTMENT UTILIZES THE INDIANA STATE POLICE ELECTRONIC APPLICATION FOR HANDGUN CARRY PERMITS. THIS NEARLY PAPERLESS METHOD STREAMLINES THE APPLICATION PROCESS THEREBY SHORTENING THE WAIT BETWEEN THE TIME YOU APPLY FOR YOUR PERMIT, AND THE TIME YOUR PERMIT IS ISSUED. WE WILL NO LONGER PROVIDE THE FINGERPRINTING AT THE TRAIL CREEK POLICE DEPARTMENT. YOU WILL NEED TO SCHEDULE AN APPOINTMENT WITH L1 IDENTITY SOLUTIONS TO SUBMIT YOUR FINGERPRINTS ELECTRONICALLY. THIS IS EXPLAINED FURTHER IN THE "ONLINE APPLICATION INSTRUCTIONS" REFERENCED IN STEP 1. FOLLOW THE 4 SIMPLE STEPS BELOW TO BEGIN THE PROCESS.

Step 1: Visit the Indiana State Police website at www.in.gov/isp. On the left side of the screen under "ISP HOME", click "Firearms Licensing", and then select "Firearms Application Process". Read the instructions carefully. Once you understand the instructions and you are ready to proceed to the online application, select the link provided in the document. You may need to copy and paste the link into your internet browser address bar.

Step 2: Once you have completed the online application and have clicked the "submit" button, you will need to affirm the perjury clause before you are able to finalize submission of your application. Once the application has been successfully submitted, you will receive a confirmation page containing your application number. YOU WILL NEED TO PRINT AND RETAIN THE CONFIRMATION PAGE.

Step 3: Schedule your appointment with L1 Identity Solutions to submit your fingerprints electronically. The Trail Creek Police Department will not conduct fingerprinting so you must schedule an appointment with L1 Identity Solutions. Payment of the state fee for your license may be paid either online using a credit card, or taking a money order with you to your appointment with L1 Identity Solutions. Upon successful submission of your electronic fingerprints and payment of fees, you will be given a confirmation from L1 Identity Solutions staff. Be sure to ask for one if it is not offered as we will need this to verify you have completed this step.

Step 4: Bring your Confirmation page from step 2, your confirmation from step 3, your valid government issued identification card, your local fee in the form of a money order payable to Town of Trail Creek, and your social security number to the Trail Creek Town Hall. You should bring any other documentation that may be required per the instructions at this time. The town hall is open Monday through Friday from 9:00am until 1:00pm.

Once you have completed the four steps, the Trail Creek Police Department will review your application and conduct a background investigation. Once the investigation is complete, we will finalize and complete the submission of your application for consideration.

If you do not have access to the internet, check with your local library. Should you need assistance in the process, you may contact the Trail Creek Police Department at 219-879-8173.