# INDIANA – GUN PERMITS - FINGERPRINTING CENTERS – NORTHWESTERN REGION

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|---|---|
| Gary, IN. (661 Broadway ) - UPS Store | M - F 8:30-4:00 |
| Hammond, IN. (6614 Kennedy) - Midwest Detectives | Monday - Friday 9:15-5:00 & Saturday 9:15-12:45 |
| La Porte, IN. (100 East Shore Court) | M & F 1:00-4:00 |
| Merrillville, IN. (25 W 80th Place) | M 9:30-4, W 10:00-2:00, T & Th 11:00-3:00 & Sat 10:00-12:00 |
| Portage, IN. (6353 Melton Rd) | E/o M 9-1, Every W 1-7pm & E/o St 9-12 |
| Rennselaer, IN. (4788 Nesbit Dr) | T 10:30-1:30 & Th 2:00-5:00 |

To complete the online application, you must do the following:
**NOTE:** **FREE INTERNET ACCESS AVAILABLE AT MOST PUBLIC LIBRARIES.**

1. Go to http://aries.in.gov/Firearms/Permit.aspx on the Internet.
2. Choose the county that you reside in (Lake County) and then complete the rest of the application.
3. Once you have completed the application, click the Submit button.
4. You will be assigned an Application Number. **NOTE:** Write this application number down because you will need the number to setup your fingerprinting appointment.

To make an appointment for fingerprinting at any of the above centers, you must do the following:
1. Go to www.l1enrollment.com on the Internet.
2. Click the State of Indiana, then click Online Scheduling link.
3. Follow the prompts to complete the process.

Agency Name
For Gun Permits, choose Agency Name as "Handgun License". For employment that requires background check/fingerprinting, choose the appropriate agency type. For adoption, choose "Private Adoption Agencies". For fostering, choose "Family or Social Services" or "Department of Child Services".

Application Number
This number will be given after completing your online application.

Fingerprinting Process

1. Have information with you, such as your agency's identification number and the reason you're being fingerprinted. In some states, a registration form should be completed in advance.
2. To schedule an appointment, you can go online at www.l1enrollment.com (see instructions above) or call the toll-free number 1-877-472-6917.
3. Arrive at the facility at your appointed time.
4. Bring the following with you to your fingerprinting appointment: driver's license or other valid form of identification and the form of payment (for State Fee) you selected when you made your appointment. NOTE: The fingerprinting cost is an additional $10.95.
5. The technician will scan your fingerprints and submit your data. This normally takes less than five minutes.
6. You will receive a signed receipt at the end of your fingerprinting session which can be submitted to your agency for proof of fingerprinting, if needed.
7. The results will be sent directly to the agency listed on the registration form.

Paying Local Fee

You must then take your online application to your local police department, along with your local processing fee (varies depending on license type/term). Your local department will then review the application and submit to the state for processing.

# INSTRUCTIONS FOR COMPLETING A FIREARMS APPLICATION

1. Applications for Hunting and/or Target Practice

   **4 YEAR PERMIT:**

   A **certified check** or **money order** in the amount of **$5.00** made payable to the **State of Indiana**.

   A processing fee of **$10.00** payable by a **certified check, money order,** or **cash** must be paid at the Munster Police Department after the electronic fingerprints have been completed. Certified checks or money orders, must be made payable to the **Munster Police Department, Continuing Education Fund**.

   **LIFETIME HUNTING/TARGET/NO CURRENT LICENSE:**

   A **certified check** or **money order** in the amount of **$25.00** made payable to the **State of Indiana** must accompany the application.

   A processing fee of **$50.00** payable by a **certified check, money order,** or **cash** must be paid at the Munster Police Department after the electronic fingerprints have been completed. Certified checks or money orders, must be made payable to the **Munster Police Department, Continuing Education Fund**.

   **LIFETIME HUNTING/TARGET/CURRENT LICENSE:**

   A **certified check** or **money order** in the amount of **$20.00** made payable to the **State of Indiana** must accompany the application.

   A processing fee of **$40.00** payable by a **certified check, money order,** or **cash** must be paid at the Munster Police Department after the electronic fingerprints have been completed. Certified checks or money orders, must be made payable to the **Munster Police Department, Continuing Education Fund**.

2. Applications for Personal Protection (Unlimited License)

   **4 YEAR PERMIT:**

   A **certified check** or **money order** in the amount of **$30.00** made payable to the **State of Indiana** must accompany the application.

   A processing fee of **$10.00** payable by a **certified check, money order, or cash** must be paid at the Munster Police Department after the electronic fingerprints have been completed. Certified checks or money orders, must be made payable to the **Munster Police Department, Continuing Education Fund**.

   **LIFETIME PERSONAL PROTECTION/NO CURRENT LICENSE:**

   A **certified check** or **money order** in the amount of **$75.00** made payable to the **State of Indiana** must accompany the application.

   A processing fee of **$50.00** payable by a **certified check, money order, or cash** must be paid at the Munster Police Department after the electronic fingerprints have been completed. Certified checks or money orders, must be made payable to the **Munster Police Department, Continuing Education Fund**.

   **LIFETIME PERSONAL PROTECTION/CURRENT LICENSE:**

   A **certified check** or **money order** in the amount of **$60.00** made payable to the **State of Indiana** must accompany the application.

   A processing fee of **$40.00** payable by a **certified check, money order, or cash** must be paid at the Munster Police Department after the electronic fingerprints have been completed. Certified checks or money orders, must be made payable to the **Munster Police Department, Continuing Education Fund**.

3. A portion of the processing fee is refundable if a license is not issued. The ENTIRE state fee is refundable if no license is issued.
   The refund is as follows:

| Processing fee | Refund |
|---|---|
| $10.00 | $5.00 |
| $40.00 | $30.00 |
| $50.00 | $30.00 |

4. Following records check and final review, if the application is approved, it will be forwarded to the Indiana State Police for granting and issuance of such license.

**NOTE:** Any person giving false information or offering false evidence to obtain a firearm license shall be deemed guilty of a felony and upon conviction may be punished by imprisonment for five (5) years to which may be added a fine of not more than $10,000.

****FIREARMS APPLICATION IS MATTER OF PUBLIC RECORD AND AVAILABLE TO PUBLIC SCRUTINY****