



MARYLAND STATE POLICE

Maryland Department of State Police / Licensing Division
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ADVISORY

LD-FRU-20-006

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77R OCCUPATION FIELD - REVISED

The Maryland State Police Licensing Division (MDSPLD) continuously reviews policy and procedures to assure that all relevant statutes and regulations are in compliance. As part of this ongoing review, the MDSPLD has recently identified inaccurate entries being submitted in the occupation field of the 77R. This has caused the MDSPLD to return these 77Rs for corrections. Public Safety Article 5-118B(1), requires the applicant to provide their occupation. In an effort to avoid unnecessary delays for the applicant and the Regulated Firearms Dealer (RFD), the MDSPLD would like to stress the importance of the review of the 77R prior to submission and clarify that a specific occupation must be provided in order to comply with PS 5-118B(1). Recently identified examples of unacceptable occupation field entries include:

- 1) Occupation field left blank
- 2) Other
- 3) N/A
- 4) Self-Employed (unless accompanied with the actual occupation, example "Self-Employed Plumber")
- 5) Entrepreneur (unless accompanied with the actual occupation, example "Entrepreneur-Business Owner")
- 6) Only the name of the business
- 7) Any answer that does not reflect an occupation (money maker, paper pusher, government worker, etc.)

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RFDs are reminded to review the 77R, including the occupation field for accuracy. This should be completed by reviewing the pdf of the 77R immediately after it has been submitted to the Licensing Portal by selecting "PRINT APPLICATION" from the "SUBMITTED APPLICATIONS" queue. Should an RFD discover an incorrect or unacceptable occupation field entry, the RFD can have this immediately corrected by following one of the below procedures:

- 1) Contact the MDSPLD via the Livehelp feature within the RFD's Licensing Portal. Notify the MDSPLD employee of the error and what the correct occupation field entry should be. The MDSPLD employee will make the appropriate corrections to the 77R; or,
- 2) If the RFD discovers the error prior to submission, the RFD can upload a note in the document section of the 77R. This note shall identify the unacceptable or erroneous occupation field entry and list the corrected occupation field entry. The RFD can then submit the 77R into the Licensing Portal. The appropriate correction will be made by the MDSPLD during the background investigation.

Should you have any additional questions, please contact the Firearms Registration Unit, via email, at mSP.firearmsregistration@maryland.gov, or Regulated Firearms Dealers may use the Livehelp feature from within your Licensing Portal.

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