

ROME CITY MARSHAL'S OFFICE
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HOW TO APPLY FOR HANDGUN PERMIT

1. Application to obtain an Indiana handgun permit can only be done electronically from a computer with internet access.
2. On the web browser address line type in www.in.gov/isp. This will take you to the Indiana State Police web site.
3. Once on the ISP web site, look to the left side of your computer screen where you will see a menu of items. Scroll down this menu until you see a tab called "RESOURCES". Below that tab, seven menu items down, you will see the menu item "Firearms Licensing". Click on that menu item and a dropdown menu will appear. In that dropdown menu, you will see "I need to...". Right below that you will see "Apply for a new license to carry". Click on that item. This will take you to the firearms application window and the start of application process.
4. In the firearms application window, there will be directions on how to proceed. Read and follow those directions. Once you have completed the application process and paid your state fees, you will be given an application number. You will need that number for the next step to get your fingerprints taken electronically.
5. The nearest place in Noble County to get your fingerprints taken electronically (scanned) is at the Kendallville Public Library. The company that takes them for you is called Identogo. You will need to make an appointment with them before you go to the library. To make an appointment you can contact the company online at www.identogo.com, or by calling them at 877-472-6917. You will need to take the firearms application number with you and provide it to person taking your prints. Once you have had your fingerprints taken, you will be given a receipt as proof that you had your fingerprints done. Bring that receipt with you to the police department (in the jurisdiction where you live) for the final step in the application process.
6. In the final step in the application process, you will need to bring with you to your local police department: Receipt for electronic fingerprint, photo ID, and payment for local fees (\$50.00 for lifetime license, \$10.00 for 5-year license). A criminal background check will be done, and upon payment of local fees, your application will be submitted to the ISP for final approval. You should receive your license in the mail in about four to six weeks.