

## 5 Steps to Obtain a License to Carry

One of the most common questions we receive on a regular basis is, "What is the process to get my License To Carry"? The following paragraphs provide an easy-to-follow outline of the steps required to apply for and obtain a License To Carry (LTC) in Texas.

**Note:** Please click the graphics to the left or any of the embedded links below for more information.

### Step 1: Check Eligibility

Before you apply for a LTC or enroll in a LTC course, it is important to ensure you meet the eligibility requirements as outlined in §411.172 of the Texas Government Code. This is important because the Texas Department of Public Safety (DPS) will not refund any application fees if they determine you are not eligible.

See [LTC Eligibility](#) for more information.

If you have any questions about eligibility, please [contact](#) the Texas Department of Public Safety License To

Carry Program Helpline at (512) 424-7293 or email them at: [lrc@txdps.state.tx.us](mailto:lrc@txdps.state.tx.us).

### Step 2: Complete and Submit an LTC Application

You must submit a License To Carry (LTC) application to the DPS. You may [apply online](#) or download a PDF copy of the application from the [DPS LTC website](#) and submit it in person, by fax or via U.S. mail.

**Paper Versus Online LTC Application:** If you don't want to submit your application online, you can download the required forms below and submit them by mail.

[CHL-78A Original LTC Application](#)

[CHL-78B Address & Business History](#)

[CHL-78C Reported History](#)

[CHL-85 Authorization for Release of Records](#)

[CHL-86 Knowledge of Laws & Eligibility](#)

**Important:** Submitting your application by mail (on paper) requires certain documents to be notarized and will delay application processing. It is strongly recommended that you submit your application online.

### Step 3: Schedule a Fingerprint Appointment

In 2011, the DPS transitioned to an electronic fingerprint only process and uses an organization called MorphoTrust USA to obtain fingerprints. After completing an LTC application online, you will be given the option to schedule a fingerprint appointment immediately online. You can also visit the [MorphoTrust USA website](#) directly to schedule an appointment, but you must complete your LTC application first.

MorphoTrust USA has offices located throughout Texas. If, however, you reside in a county with a population of 46,000 or less and do not reside within a 25-mile radius of a facility capable of processing the electronic fingerprints, you may contact the DPS directly to request permission to submit fingerprints on an FBI fingerprint card.

### Step 4: Register For and Attend an LTC Class

New legislation effective September 1, 2013 requires Texas License To Carry classes must be a minimum of 4 hours and up to 6 hours (plus written test and range qualification time). You must attend a [qualifying LTC class](#) that meets these and other requirements. New, shorter classes area available.

## Step 5: Submit Class Completion Certificate (LTC-100)

Upon successful completion of an LTC class, you will be issued a Completion Certificate (LTC-100) form that can be submitted to the DPS to complete your application process and obtain your LTC. During the class we will provide detailed instructions regarding all required paperwork including where and/or how to submit it. You have one year from the date of your application to complete your fingerprint appointment and submit your LTC-100 Class Completion Certificate. Your LTC-100 Class Completion Certificate is valid for two years after your LTC class.

**A Note About Passport Photos:** The Texas DPS no longer requires passport photos if you have a Texas Drivers License or State ID. Non-resident Texas LTC applicants must submit a CHL-6 form with passport photos.

## License to Carry (LTC) Class Details

### Purpose

This class provides the Texas Department of Public Safety (DPS) required classroom training and firearm qualification required for students obtain a Texas License to Carry (LTC).

### Objective

To teach students regarding the laws concerning licensed carry and use of a handgun under the Texas License To Carry program. Upon successful completion of this course, students will be provided with a LTC Course Completion Form that must be submitted to the Texas DPS to complete the application.

### Schedule

Class dates/times are scheduled on our website. They begin in the classroom and are followed by a range qualification (travel to the range).

- All classes begin in the classroom and end at the range
- Classes run approximately 4 to 5 hours due to the required material that must be covered
- Written test and shooting proficiency follow the instructional portion of the class

### Cost

My fee is \$100 for the class

Depending on your situation, State fees can be different. The average person State Fee is \$140 which is paid directly to the State. New fees go into effect September of 2017, \$40

<http://txdps.state.tx.us/RSD/CHL/LicenseRegistration/applInstrInfo.htm>

## General Information

**Classroom Location:**

**Shooting Range Location:**

**LTC Course Topics:** The following topics are covered in class and at the range:

- Safe Handling & Storage of Firearms
- Basic Firearms Training
- Legal Aspects of Licensed Carry in Texas
- Use of Force (including Deadly Force)
- Non-Violent Dispute Resolution
- Situational Awareness & Mental Preparedness
- Equipment Selection for Licensed Carry
- Range Safety Briefing

**Our Instructors:** All of our LTC instructors are Texas State Department of Public Safety (TxDPS) Certified License to Carry Instructors. They are also National Rifle Association (NRA) Certified Firearms Instructors and/or Range Safety Officers. They are committed to 1) your safety, 2) delivering the best LTC instruction available in Texas and 3) ensuring you are as prepared as possible for the responsibility of carrying (and potentially using) a handgun.

**Student Handbook/Study Pack:** [Texas Handgun Licensing Laws and Selected Statutes](#)

<https://txapps.texas.gov/txapp/txdps/chl/> I will have copies but if you have an electronic device please download the document and bring it with you.

**Written Exam:** Each applicant must take a written exam consisting of 25 multiple choice or true/false questions. A score of 70% or better is required to pass the classroom portion of the class.

**Certificate Of Completion:** Upon successful completion of the written exam and shooting proficiency, our instructors will provide you completed & signed completion certificate (called a CHL-100) that should be submitted to the Texas Department of Public Safety. This is required to complete the processing of your LTC.

## Shooting Proficiency Information

LTC classes are not intended to train students how to shoot a firearm. You must be able to complete the shooting proficiency test without instruction. This includes, but is not limited to, safe gun handling, operation and timed shooting exercises at multiple distances on the range. If you have not yet developed these proficiencies, please consider our Handgun Orientation Class or the NRA Basic Pistol Course which includes shooting instruction and live-fire range exercises.

### What To Bring To The Range?

Come to the range with:

- Semi-automatic handgun or a revolver (unloaded and in a box or other container)
  - at least 32 caliber in working order with no modifications that will make it less safe
- A baseball cap
- Safety glasses (Ready Learning Academy can provide)
- Covered Ear Protection (Ready Learning Academy can provide)
- Clothing appropriate for the venue (shorts are acceptable)
- Footwear that covers both feet entirely
- Minimum one box of 50 rounds of ammunition

- No reloaded, hand-loaded or surplus ammunition. Commercial ammunition only.

**Students are not permitted to bring firearms or ammunition into the classroom. Please leave them in your vehicle.**

Rental guns, including 50 rounds of ammunition, are available for \$30 per student (please add a gun rental to your shopping cart for each student when selecting a class for which to register).

**Range Qualification Test Requirements** (as mandated by the TxDPS):

- Total of 50 rounds fired at a B-27 target (45" high x 24" wide)
- Score of 175 out of 250 possible points (70 percentile) required to pass
- Shooting stance from the ready position where firearm is already in a position to fire

**3 yard line – 20 shots:**

- 1 shot in 2 seconds, 5 times
- 2 shots in 3 seconds, 5 times
- 5 shots in 10 seconds, once

**7 yard line – 20 shots:**

- 5 shots in 10 seconds, once
- 1 shot in 3 seconds, 5 times
- 2 shots in 4 seconds, once
- 3 shots in 6 seconds, once
- 5 shots in 15 seconds, once

**15 yard line – 10 shots:**

- 2 shots in 6 seconds, once
- 3 shots in 9 seconds, once
- 5 shots in 15 seconds, once

**Scoring:**

- 8, 9, 10 & X rings = 5 Points
- 7 ring = 4 Points
- On target, outside rings = 3 Points



Gregg A Hope

LTC Instructor

936-520-7894