



Instructions for Submitting an Application for a Concealed Carry Firearms Training Instructor

Metropolitan Police Department · Security Officers Management Branch
2000 14th Street, NW · Washington, DC 20009 · 202-671-0500

Pursuant to recent amendments to the Firearms Regulations Control Act of 1975 (D.C. Act 20-447), anyone applying for a concealed pistol license in the District of Columbia must receive firearms training from a Firearms Training Instructor that has been certified by the Metropolitan Police Department.

The requirements for a certified Firearms Training Instructor are found in Title 24, Chapter 23, Section 2347 of the District of Columbia Municipal Regulations (included below). Applicants for a Firearms Training Instructor certification should review both the applicable regulations and the Firearms Regulation Control Act to understand District law and requirements. Violations of District legal requirements will be enforced.

Checklist for submission of a Concealed Carry Firearms Training Instructor certification application:

1. Complete the Firearms Training Instructor Application, including signing and dating the form.
2. Attach proof of your formal training in the care, safety, and use of firearms, which can include a current Law Enforcement Instructor identification card issued by the National Rifle Association or Instructor Certification from the Department of Criminal Justice Services Private Security Services.
3. Attach proof that you have had at least one year of experience in instruction in the care, safety, and use of handguns.
4. Attach a detailed syllabus describing the methods and materials you will use to conduct the firearms training for a concealed carry license. The course materials must meet the requirements of the Firearms Regulations Control Act and must refer to the information provided by the Metropolitan Police Department on District of Columbia law on self-defense.
5. Include a cashier's check, certified check, or money order payable to the D.C. Treasurer in the amount of \$435 for a two-year certification. No personal checks, credit cards, or cash are accepted.

Note to Currently Licensed Firearms Instruction Trainers: If as of October 9, 2014, you are licensed by the Metropolitan Police Department to provide firearms training to special police officers, you will not pay the \$435 certification fee until your firearms instructor license is up for renewal in March 2015. You also will not need to be photographed or fingerprinted.

Bring all the items noted above to the Security Officers Management Branch at 2000 14th Street, NW, Washington, DC 20009. The hours of operation are Monday through Thursday, 8 a.m. to 2 p.m. When you submit your application to the Security Officers Management Branch, you will be fingerprinted and photographed.

If you have any questions, please contact the Security Officers Management Branch at 202-671-0500 or by email at SOMB.AdminBox@dc.gov.

**Firearms Training Instructor Certification Regulations
as of October 20, 2014
(DC Municipal Regulations Title 24, Chapter 23, Section 2347)**

- 2347 FIREARMS TRAINING INSTRUCTOR CERTIFICATION**
- 2347.1 Any person providing firearms training to an applicant for a concealed carry license shall obtain a valid certification issued by the Chief in accordance with this section.
- 2347.2 A certified firearms training instructor shall obtain proof of certification from the Chief before providing instruction to an applicant for a concealed carry license.
- 2347.3 Upon a person's satisfactory completion of a required firearms training course, a certified firearms training instructor shall:
- (a) Provide the person a firearms training certificate that includes:
 - (1) The person's name and date of birth;
 - (2) The instructor's name;
 - (3) The length in hours of the course;
 - (4) The date of course completion;
 - (5) The location of the training;
 - (6) A declaration certifying that the course met the minimum standards prescribed by the Act and the Chief; and
 - (7) A declaration certifying that the person completed the course; and
 - (b) Submit the requisite information to the Firearms Registration Section.
- 2347.4 A certified firearms training instructor application shall be submitted to the Security Officers Management Branch in the format prescribed by the Chief.
- 2347.5 The certified firearms training instructor application shall:
- (a) Meet, with the exception of section 203(a)(13)(A) (D.C. Official Code § 7-2502.03(a)(13)(A) (2014 Supp.)), all of the requirements for a person registering a firearm pursuant to the Firearms Control Regulations Act of 1975 (the Act), effective September 24, 1976 (D.C. Law 1-85; D.C. Official Code § 7-2501.01 *et seq.* (2012 Repl. & 2014 Supp.));
 - (b) Include the applicant's name, address, driver's license or other government issued photographic identification, place and date of birth, home address and telephone number, work address and telephone number, email address, name and location of firing range to be used to provide training, and business website address (optional);
 - (c) Include proof of the applicant's formal training in the care, safety, and use of firearms, which may be satisfied pursuant to the conditions stated in section 902(c) of the Act;
 - (d) Include proof of the applicant's minimum of one (1) year of experience in instruction in the care, safety, and use of handguns; and
 - (e) Include a detailed syllabus describing the methods and materials the trainer will use to conduct the firearms training for a concealed carry license.
- 2347.6 Any person licensed by the Chief as of the effective date of the Act to provide firearms instruction training to special police officers and who is seeking to be certified under this section shall not be required to pay the fees listed under § 2331.1; provided, that he or she shall pay the fees upon renewal of his or her firearms instructor license in March 2015.
- 2347.7 Upon receipt of a properly completed application, the Chief shall issue a certification or denial to the applicant within a reasonable time.
- 2347.8 A certified firearms training instructor license expires two (2) years from the date of issuance.