



To Apply For a New OR to Renew the Texas Department of Public Safety (DPS) License to Carry a Handgun

Total Pages: 2

The Houston Police Department helps retired HPD officers obtain a Texas Department of Public Safety (DPS) License to Carry a Handgun (formerly known as Concealed Handgun License-CHL).

1. To apply for a new or to renew a Texas DPS License to Carry a Handgun, visit the Texas Department of Public Safety's website at www.dps.texas.gov and click on the 'Handgun Licensing' link to complete your application. Once you have submitted the online application, you will receive an email from DPS that will contain a 'checklist page' (it will have a barcode/UPC code at the top of the page).
2. Submit a copy of the checklist and HPD's DPS LTC application via e-mail or mail:

E-mail: RetiredCertifications.andIDs@houstonpolice.org

Mailing address: Houston Police Department Edward A. Thomas Building
Employee Services Division
Attn: Retired Certifications & IDs
1200 Travis, 12th Floor
Houston, TX 77002

Note: A copy of the checklist and HPD's DPS LTC application are the only documents that should be submitted to HPD.

3. Employee Services Division will complete a background check (including recent Firearms Qualification Report*) and submit the application packet to the Office of the Chief of Police. If approved, the Chief of Police will provide a sworn statement for you to submit to DPS. The process takes approximately 3-4 weeks and you will be contacted to pick-up the sworn statement once it is approved.

*If you have not qualified in the past 6 months, you must qualify at the HPD Academy (State/Federal Concealed Handgun Certifications Holders Only) or at any Sheriff's Office in Texas along with approved Police Departments before you submit your application.

Note: First time applicants will be required by DPS to schedule a fingerprinting appointment through MorphoTrust USA at 1(844) 321-2124 or online at www.identogo.com.

If you have additional questions about a DPS License to Carry a Handgun, please contact the Employee Services Division at (713) 308-1268 or RetiredCertifications.andIDs@HoustonPolice.org.

