To Apply for an Out-of-State Concealed Handgun License

Total Pages: 3

If you are applying for your concealed handgun license in the state in which you reside, you may request a letter from HPD stating that you meet the Federal guidelines to carry a concealed handgun.

1. To request a letter, please complete the Out of State Application & Affidavit (must be notarized) forms and mail to:

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

2. Employee Services Division will complete a background check and submit the application packet to the Office of the Chief of Police for approval. The process takes approximately 3-4 weeks and you will be contacted once the document is ready.

If you have additional questions about an Out-of-State Concealed Handgun License, please contact the Employee Services Division at (713) 308-1268 or RetiredCertifications.AndIDs@HoustonPolice.Org.

Revised: 11/4/16

HOUSTON POLICE DEPARTMENT

LEOSA STANDARDS APPLICATION FOR OUT OF STATE HONORABLY RETIRED/SEPARATED OFFICERS

Application Date: _____ Employee #: _____

Last Name: _____ First Name: _____ MI: _____

Date of Birth: _____ Last 4 Digits of Social Security #: _____

Rank At Retirement: _____ Retirement Date: _____

Race: _____ Sex: _____ Hair Color: _____ Eye Color: _____ Height: _____ Weight: _____

Mailing Address: _____

_____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Type/Name of pistol license requesting: _____
Agency and County & State filing in: _____

DO NOT WRITE BELOW THIS LINE - FOR INTERNAL PURPOSES ONLY

	Date	Initial
Officer is Honorably Discharged*		
LEOSA STANDARDS		
1. Officer was employed as a peace officer for at least 10 years with one or more agencies **- OR- (please initial only one)**		
Officer was medically-separated due to a service-connected disability as determined by the agency.**		
2. Before retirement, the officer was authorized by law to engage in or supervise the prevention, detection, investigation or prosecution of, or the incarceration of any person for any violation of law, and had statutory powers of arrest.		

	Date	Initial
Application		
Affidavit		
PPS		
Resume		
HPOPS		
F5		
3x5/IAD check		
F6		
APC		
TCOLE License		
TCOLE Employ.		
Letter to COP		
COP Approved		
Letter Printed		
Letter Mailed/PU		

*F-5 must reflect "Honorably Discharged." If the F5 shows a "General Discharge" because an officer retires during a pending internal investigation in which he/she is the target or potential target, the officer may be granted "Honorably Discharged" status if the officer cooperates in the investigation and the investigation results in a Category D cite or less. If this applies, attach a sheet detailing the information.

**HPD should confirm with HPOPS whether the individual received a service or non-service-connected disability pension.

Revised: 11/4/16

AFFIDAVIT FOR LEOSA STANDARDS
OUT OF STATE HONORABLY RETIRED/SEPARATED OFFICERS

State of _____, County of_____

Before me, the undersigned authority, _____ personally appeared who made this Affidavit and, on Oath, states the following:

Please review and write your first and last initial next to each statement that is true.

I have fulfilled all the eligibility requirements listed under federal law, 18 USCA section 926C, as defined by the Law Enforcement Officers Safety Act of 2004 and the Law Enforcement Officers Safety Act Improvements Act of 2010, including:

____ I separated from service in good standing from the Houston Police Department and have either (i) at least 10 years of cumulative service as a commissioned law enforcement officer, or (ii) separated in good standing after my probationary period with a service-connected disability other than mental instability.

____ Prior to separating from the department I was authorized to enforce laws and had arresting powers.

____ I am capable of exercising sound judgment with respect to the proper use and storage of a handgun.

____ I have no psychological or physical limitations that would interfere with the proper handling of a handgun and have not been found unqualified due to mental health issues.

____ I understand that I must meet and follow the procedures established by the Houston Police Department in meeting the requirements for obtaining proper certification.

____ I understand that I am solely responsible for reviewing and complying with all local, State and Federal concealed handgun laws.

____ I am not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

____ I have not been arrested, charged, or convicted of a crime since retiring from HPD.

____ My license as a commissioned officer has never been revoked or suspended, as an active officer with HPD or any other agency, by the Texas Commission on Law Enforcement.

____ I have not made any material misrepresentation or failed to disclose any material fact, in my request for certification as an honorably retired police officer.

____ I am not prohibited under State or Federal law from carrying a firearm.

____ During the most recent 12-month period, I have met the standards for qualification in firearms training for active law enforcement officers, as determined by the Houston Police Department or the State in which I reside.

_____
Applicant's Signature

SWORN TO and SUBSCRIBED before me this _____day of_____, 20____.

(Seal)

_____
(signature)
Notary Public in and for the State of _____