



Texas Department of Public Safety
Regulatory Services Division

Mail to: Regulatory Services Division MSC 0245
Texas Department of Public Safety
P.O. Box 15888
Austin, Texas 78761-5888

To upload your supporting documents please visit RSD secured website:
<https://www.dps.texas.gov/rsd/contact/Contact?sProgram=LTC>

HANDGUN LICENSING

Change of Address/Name Change/Replacement/Modification/Lawful Presence

REPLACEMENT LTC					
Check the appropriate box to indicate the reason you are requesting an update or replacement.					
<input type="checkbox"/> Replacement	<input type="checkbox"/> Lost License	<input type="checkbox"/> Stolen License	<input type="checkbox"/> Change of Address		
<input type="checkbox"/> Name Change	<input type="checkbox"/> Modification	<input type="checkbox"/> Lawful Presence Modification (must submit unexpired valid documents)			
APPLICANT INFORMATION - NOTE: Name must match the name on DL/ID					
LTC License Number					
Last Name		First Name		Middle Name	
				Suffix (IF ANY)	
<input type="radio"/> Driver License <input type="radio"/> ID Card		DL / ID State (2-LETTER CODE)	License / ID Number		
ADDRESS CHANGE (check one)					
<input type="checkbox"/> Change Physical Only		<input type="checkbox"/> Change Mailing Only		<input type="checkbox"/> Change Both	
Residence Address (Cannot be a PO Box)		City	State (2-LETTER CODE)	ZIP Code	
				County	
Mailing Address (If different from Residence Address)		City	State (2-LETTER CODE)	ZIP Code	
				County	
Current Phone Number		<input type="radio"/> Home <input type="radio"/> Cell <input type="radio"/> Office		Current Email	
NAME CHANGE (Include legal documents as supporting documentation for name change: marriage license, divorce decree, etc.)					
Previous Last Name		First Name		Middle Name	
				Suffix (IF ANY)	
New Last Name		New First Name (If applicable)		Middle Name	
				Suffix (IF ANY)	
LICENSE DESIGNATION CHANGE (Modification)					
Active Judicial / Prosecuting Attorney must include a statement from the employing agency for designation change. Veterans must include a copy of DD-214 or any official documentation showing the applicant is honorably discharged or retired military for designation change. LTC Instructor must have an active LTC certification in order to add Instructor on an active LTC license. At-Risk must include a copy of documentation showing status as an At-Risk person.		Active Judicial Officer / Prosecuting Attorney	Instructor	Veteran	At-Risk
		<input type="radio"/> Add <input type="radio"/> Delete	<input type="radio"/> Add <input type="radio"/> Delete	<input type="radio"/> Add <input type="radio"/> Delete	<input type="radio"/> Add <input type="radio"/> Delete
PAYMENT INFORMATION					
Standard / Supervision Officer / Juvenile Probation Officer / Active or Retired Judicial Officer / Other Prosecutor				\$25.00	
Senior Citizen (60+) / Indigent (Individuals who fall below the poverty threshold as set forth by the Federal Poverty Guidelines) / Veteran				\$12.50	
Felony Prosecutor / Active Military / County Jailer / Active Peace Officer / TDCJ Correctional Officer / Active Texas Military Member / US Attorney / Asst. US Attorney / Retired Federal Officer / Retired Peace Officer / Active Railroad Peace Officer / Active Special Ranger of the Texas and Southwestern Cattle Raisers Association / Retired Railroad Peace Officer / Retired Special Ranger of the Texas and Southwestern Cattle Raisers Association				Fee Waived	
I have submitted (if applicable) the appropriate fee(s) made payable by personal check, cashier's check, or money order to "Texas Department of Public Safety" and submitted a completed (LTC-70) form along with the supporting documentation (if applicable).				<input type="radio"/> Yes <input type="radio"/> No	

I understand all fees submitted to Handgun Licensing are **non-refundable** and **non-transferable**.

I verify the information provided is true and correct, and I understand this is an **official government record** and any false statement made on this document or any other supplement provided to DPS may result in **criminal prosecution**.

Applicant Signature _____ Date _____ (MM/DD/YYYY)
(You may copy and paste a scanned .jpg or pdf of your signature)

PRIVACY POLICY:

Sec. 559.003. RIGHT TO NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES.

- (a) Each state governmental body that collects information about an individual by means of a form that the individual completes and files with the governmental body in a paper format or in an electronic format on an Internet site shall prominently state, on the paper form and prominently post on the Internet site in connection with the electronic form, that:
 - (1) with few exceptions, the individual is entitled on request to be informed about the information that the state governmental body collects about the individual;
 - (2) under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information; and
 - (3) under Section 559.004 of the Government Code, the individual is entitled to have the state governmental body correct information about the individual that is incorrect.
- (b) Each state governmental body that collects information about an individual by means of an Internet site or that collects information about the computer network location or identity of a user of the Internet site shall prominently post on the Internet site what information is being collected through the site about the individual or about the computer network location or identity of a user of the site, including what information is being collected by means that are not obvious.

Please visit: <http://www.statutes.legis.state.tx.us/docs/GV/htm/GV.559.htm>