

West Texas Justice
Lubbock, Texas

License to Carry a Handgun (LTC) Training

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"Please read these instructions carefully"

There are two independent steps that must be completed to obtain a Texas License to Carry a Handgun (LTC). One step is going online to apply with the Department of Public Safety. The other step is taking an LTC class. These steps are independent of each other, so it does not matter which is done first.

- 1. TRAINING LOCATIONS: Classroom: Yellowhouse Masonic Lodge, 5015 Gary Ave., Lubbock, TX. Shooting qualification will be conducted at a Private Outdoor Range.**
- 2. START TIME: 9:00 AM**
- 3. FEES: LTC Class Fee, is paid to the instructor as follows (cash, check or credit/debit cards):**

Class Fee: \$75.00.
This fee includes all required academic training, and range qualification.

State License Fee is now \$40.00 unless you qualify for a discount for age, veteran status and other conditions. SEE A COMPLETE STATE LICENSE FEE LIST AT:
<http://www.txdps.state.tx.us/RSD/CHL/documents/CHLFeeSchedule.pdf>
- 4. We will not break for lunch. Donuts and Coffee will be available in the morning and we will have pizza for lunch.**
- 5. We will be on the range around 2:00 to 3:00 PM for the shooting qualification.**
- 6. Students need to bring eye and ear protection. I have limited resources if you need some.**
- 7. There is no minimum caliber with which to qualify. I have some .22 Cal. and 9mm handguns to use if you do not have one. Rental fee is \$25.00 and includes the ammo.**
- 8. Each student will provide their own ammunition and will shoot 50 rounds of FULL METAL JACKET (FMJ) factory ammunition - no reloaded ammunition (extra rounds recommended). Leave your handgun and ammunition in your car until instructed otherwise. IF YOU HAVE MORE THAN ONE MAGAZINE FOR YOUR HANDGUN, BRING IT WITH YOU.**

**Academic training will be conducted at:
Yellowhouse Lodge
5015 Gary Ave., Lubbock, Tx**

Classroom topics

- 1. Use of Force**
- 2. Non-Violent Dispute Resolution**
- 3. Safe handling of Handguns and Restraint Holsters**
- 4. Safe Storage of Handguns**

NOTE: Basic firearm training is NOT provided. You should already have a fundamental working knowledge of topic 3. Topic 3 is provided as refresher material and to establish rules and procedures for safely and successfully completing the range qualification.

At the end of the academic training you will take a short 25 question (multiple choice - true/false) test on which you must attain a minimum score of 70 out of a possible 100. NO LOADED FIREARMS IN THE CLASSROOM

Range qualification will be conducted at (private range):

You will shoot 50 rounds of factory loaded, full metal jacket ammunition (FMJ). Neither hollow-point nor reloaded ammunition is permitted. Your handgun ammunition will be inspected. As a safety factor for you and the other students, the final decision as to the use of any particular handgun or ammunition will be at the instructor's discretion.

Bring your UNLOADED handgun and magazines to the range either holstered or in a closed case. The three critical firearm safety rules are:

- 1. Always keep your firearm pointed in a safe direction (toward the target).**
- 2. Always keep your finger off the trigger until ready to shoot.**
- 3. Always keep your firearm unloaded until ready to shoot.**

Violation of safety procedures is cause for disqualification.

You will be shooting at the B27 target. You must attain a score of 175 out of a possible 250 to pass this part of the training. A score sheet and the Range Qualification Course of Fire are on the following pages.

If you do not attain a passing score, you may immediately retake the ENTIRE range qualification course of fire. If after two complete qualification attempts you still have not attained a passing score, you will have to return at a later date and repeat the entire range qualification training.

Range Qualification

Course of Fire

From a distance of 3 yards, 20 Rounds:

5 rounds total, "one shot exercise", 2 seconds for each shot

10 rounds total in 2 stages:

2 shot exercise", 3 seconds for each 2 shots

5 rounds total in 10 seconds

From a distance of 7 yds, 20 Rounds:

5 rounds total in 10 seconds

5 rounds total in 2 stages:

2 shots in 4 seconds

3 shots in 6 seconds

5 rounds total, "one shot exercise", 3 seconds for each shot

5 rounds in 15 seconds

From a distance of 15 yards, 10 rounds:

5 rounds total in 2 stages:

2 shots in 6 seconds

3 shots in 9 seconds

5 rounds total in 15 seconds

If you are pregnant:

Range qualification involves the use of lead in an extremely high noise environment (125 — 150 dB,) Recommend you seek medical advice before you participate in this training.

Range Qualification Instructions

Range qualification will begin at the 3-yard line with all handguns in the "safe" condition; for semiautomatics, the safe condition is lying down, ejection port up, magazine out and slide locked back; for revolvers, lying down, cylinders open and empty. For each string of fire, you will be instructed as to the number of rounds to load and the string of fire to follow. For semi-automatics, load your magazine and hold it up in your hand so the instructor can see you are ready. Do not put the magazine in the gun until instructed to do so. For revolvers, load the cylinders but do not close. While keeping the revolver pointed downrange, hold up your empty hand.

You will then be commanded to get into the firing position. For semi-automatics, while keeping the muzzle pointed downrange, insert the magazine into your handgun and load a round into the chamber. For revolvers, keeping the muzzle pointed downrange, close the cylinder. Take your normal shooting position and stand fast, pointing your handgun toward the target **WITH YOUR FINGER OUTSIDE THE TRIGGER GUARD**. Pointing your handgun in any direction other than downrange is cause for disqualification.

The string of fire will be announced once more and "is the line ready," will be asked. If you are ready, do not respond. If you are not ready, so state. When all shooters are ready the next command you receive will be "FIRE."

At the end of the allotted time for each string the command "STOP" will be given. You must immediately stop firing and put your handgun in the "Safe" condition. If you complete the string of fire before time ends, put your gun in the "Safe" condition and stand fast on the firing line. If you have a malfunction, keep the muzzle pointed toward the target, clear it and continue shooting — time will not stop for you. **If you do not fire all of your rounds you will not be given extra time.**

In a real-life situation, you won't get a second chance.

If you cannot clear a malfunction, stand fast, keep the muzzle pointed at the target and hold up one hand. The instructor will assist you.

Notify the instructor if you drop any ammunition, DO NOT PICK IT UP.

DO NOT go forward of the firing line.

ANYONE observing an unsafe condition on the range should raise an alert by shouting "STOP, STOP, STOP." At that point all shooters should stand fast, keep their handguns pointed at the target and await further commands from the instructor.

At the end of the qualification exercise, put your handgun in the "safe" condition and place it back into its carrying case.

The word of the day is, "safety."

Instructions to apply for an LTC online with the Department of Public Safety:

To apply for an LTC with the Department of Public Safety go online to <https://txapps.texas.gov/txapp/txdps/chl/>.

Online you will fill in the application form and three affidavits. You will also pay, by credit card, the state fee for your application. The state fee varies. Once completed a receipt will be displayed that contains a "trace number" and a bar code. Print that receipt.

After you complete the online application you must go to <http://www.identogo.com/> to make an appointment with Morpho Trust Identity Services to have your fingerprints taken electronically. You can do this before you take my class or after. You must have your receipt above from the online application process in order to schedule with Morpho Trust. If you have any questions about this procedure, please call me before you try it.

OR

Go to my website: www.westtexasjustice.com

PART 1:

Apply for your license. Click the "CHL Application" button.

Click "Apply" and fill in the information

After you fill in the information, you will get a number (write it down).

You can stay on this page until you receive an email confirming your application was received. This will let you make an appointment to get your fingerprints done.

You will receive an email (takes 15 minutes at least and check you spam folder if longer than 45 minutes) and then you will be able to continue and make your fingerprint appointment. Get your fingerprints done and then you can send in the CHL-100 you received in class with my signature and date you passed.

PART 2: Scan your CHL-100 (I will give this form to you after you complete the classroom and range qualification) into your computer and attach to email, or mail a copy to DPS (address on next page).

BE SURE YOU HAVE SIGNED AND DATED IT AT THE BOTTOM.

To complete the application process, you must send in the CHL-100.

Click on the "Texas DPS CHL Website" button.

Click on "Contact Us"

Select Program: "Handgun Licensing"

Select Option: "submit LTC supporting documents"

Fill in all the information.

"Attach" the CHL-IOO document you scanned into your computer. **BE SURE YOU HAVE ALSO SIGNED AND DATED IT.**

Select "Submit" and you will receive an email from DPS stating they receive the email. You should receive your license in the mail in about 3 weeks or so.

Ways to Contact the State:

Phone or Mail in your Required documentation:

Please check your Checklist before submitting documentation to ensure you have everything. Missing documentation will slow your application processing time.

Contact the State by PHONE:

(512) 424-7293

Please be aware that there may be a lengthy wait time.

Please remember some questions may need to be answered by the ATF.

Contact the State by MAIL:

Mail Including Payment:

Texas Department of Public Safety
PO Box 15888
Austin, TX 78761-5888

Always send mail with delivery confirmation. Send copies of paperwork or make copies/take pictures of the originals and keep in a safe place.

Mail Without Payment:

Texas Department of Public Safety
Concealed Handgun - MSC 0245
PO Box 4087
Austin, TX 78773-0001

Always send mail with delivery confirmation. Send copies of paperwork or make copies/take pictures of the originals and keep in a safe place.

<https://txapps.texas.gov/txapp/txdps/chl/>

Texas Department of Public Safety - Regulatory Services Division License to Carry a Handgun

Welcome

The License to Carry a Handgun service allows you to apply for, renew, or check the status of a handgun license or instructor certification online with the Texas Department of Public Safety. Before you begin, please read the [Texas Handgun Licensing Laws and Selected Statutes \(download Adobe Reader\)](#). For detailed eligibility requirements, please refer to Texas GC §411.172.

What You Need

- Valid driver license or identification card,
 - Current demographic, address, contact, and employment information,
 - Residential and employment information for the last five years (new users only),
 - Information regarding any psychiatric, drug, alcohol, or criminal history (new users only),
 - Valid email address, and
 - Valid credit card (Visa, MasterCard, Discover, or American Express)
- ALL FEES ARE NON-REFUNDABLE

This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

New Users

Apply for:

- A new License to Carry a Handgun (LTC)
- A new Instructor Certification (for those who want to teach LTC training courses)

NOTE: Please carefully review the checklist for any additional documentation which may be required to complete your application.

[Apply](#) (Hold the Ctrl Button Down and Click Apply To Go To Site)

Returning Users

Can:

- Retrieve a saved application
- Renew your License or Instructor Certification
- Change your address
- Report a lost/stolen license
- Check the status of a current application
- Reprint a receipt

[Login](#) Hold the Ctrl Button Down and Click Login To Go To Site)