



Professional Licensing  
600 SOUTH BAY ROAD, SUITE 1  
DOVER, DE 19901

STATE OF DELAWARE  
DEPARTMENT OF SAFETY AND HOMELAND SECURITY  
DIVISION OF STATE POLICE

PHONE: 302-739-5991  
[dsp-prolicense@delaware.gov](mailto:dsp-prolicense@delaware.gov)  
[www.dsp.delaware.gov](http://www.dsp.delaware.gov)

### Professional Licensing 40 Hour Firearms Training Waiver Request

No individual licensed under 24 **Del.C.** Ch. 13, 55 or 56 shall carry a firearm unless that individual has first passed an approved firearms course of instruction and an initial qualification administered by an approved firearms instructor. The course of instruction shall include a minimum 40 hours of training. The Professional Licensing Section may waive the 40-hour training requirement depending upon the applicant's professional credentials, training and/or work experience (i.e. prior law enforcement).

In addition to the Waiver, if approved, an individual must also be evaluated by a Professional Licensing Firearms Instructor. This evaluation will allow the instructor to determine what additional training an individual will require. This evaluation is mandatory for the Waiver to be valid.

To qualify for a 40-hour training Waiver an applicant must meet one of the following four (4) requirements as established by Professional Licensing:

#### #1

**Prior work experience as a certified law enforcement officer within the prior five (5) year period in any local, state or federal agency in the United States where the applicant has successfully completed a 40-hour Firearms Training Course and remained current with that agency's shooting qualifications.** A law enforcement agency (LEA) is any government agency responsible for law enforcement within a specific jurisdiction through the employment and deployment of law enforcement officers and their resources. The most common type of law enforcement agency is the police, but various other forms exist as well, including agencies that focus on specific legal violation, or are organized and overseen by certain authorities. They typically have various powers and legal rights to allow them to perform their duties, such as the power of arrest and the use of force. The final determination as to the definition of law enforcement will be made by Professional Licensing.

#### Acceptable forms of Verification - Requirement #1

- Certified Transcript from the Academy/Training Facility or Certificate of Completion from Academy/Training Facility. \*
- Document/Certificate attesting to Certification as a Law Enforcement Officer from an Accreditation overseer – for example, COPT or POST in Delaware or other states.
- Document from the Law Enforcement Agency on agency letterhead outlining agency start date and agency end date.
- HR218 Certification and/or Retired Identification from the Law Enforcement Agency where the applicant retired. This ID must be valid and include an ID photograph. Note – retired badges are not acceptable.

\* - *Prior/Law Enforcement Applicants who are also CONSTABLE Applicants only have been verified by Professional Licensing will not need to provide additional verification but must complete the Information form (Page 4).*

## **#2**

**Prior work experience as a certified correctional or probation officer (employee) within the prior five (5) year period in any local, state or federal agency within the United States where the applicant has successfully completed a 40-hour Firearms Training Course and remained current with that agency's shooting qualifications.** "Correctional" shall be defined as a correctional setting or any state, county, or municipally operated agency with the authority to direct the release of a person serving a sentence or term of confinement and includes but is not limited to the department of corrections and/or department of probation. Privately operated correctional facilities do not meet this standard. The final determination as to the definition of correctional or probation officer will be made by Professional Licensing. Persons who were employed as a correctional or probation officer who did not receive verified Firearms Training will not be will not be granted a Waiver.

### Acceptable forms of Verification - Requirement #2

- Certified Transcript from the Academy/Training Facility or Certificate of Completion from Academy/Training Facility\*.
- Document/Certificate attesting to Certification as a Law Enforcement Officer from an Accreditation overseer – for example, COPT or POST in Delaware or other states.
- Document from the Law Enforcement Agency on agency letterhead outlining agency start date and agency end date.
- HR218 Certification and/or Retired Identification from the Law Enforcement Agency where the applicant retired. This ID must be valid and include an ID photograph. Note – retired badges are not acceptable.

## **#3**

**Prior United States Military Service (Army, Navy, Air Force, Marines, and Coast Guard) within the prior five (5) year period with Military training/education in handguns or pistols.** Said training/education must be similar to law enforcement firearms training and must meet the "Firearms 40 Hour Course Guidelines" provided on the Professional Licensing website. (this is a rare – most military service firearms training is basic and will not be applicable)

### Acceptable forms of Verification - Requirement #3

- Military Form DD214 must be submitted (no exceptions). This form should outline specific firearms training/education in Box #11 and/or Box #14.
- Other forms may be submitted in support of a DD214 but will not substitute for the DD214.

## **#4**

**Certified Law Enforcement Firearms Instructor** where the applicant has successfully completed a Law Enforcement Firearms Training Course from the National Rifle Association, International Association of Law Enforcement Firearms Instructors (IALEFI), Sig Sauer Academy or Smith & Wesson. (this is rare – this does not include Firearms Instructors for civilians or open carry)

### Acceptable forms of Verification - Requirement #4

- Training Certificate from the Institution/Organization.

## Professional Licensing 40 Hour Firearms Training Waiver Request – Directions

### Step #1

Review the information from Page #1 & 2 and select the option for which you are claiming a Firearms Training Waiver. Please do not complete your evaluation or shooting certifications prior to having this Waiver Request approved by Professional Licensing.

### Step #2

Obtain the outlined verification document(s) from your records and/or agency. Please understand the directive to provide this information is the sole responsibility of the applicant.

Prior Law Enforcement applicants who have already submitted a Delaware Commissioned Constable Application (only) have already provided the necessary verification and do not need to provide this again. Prior Law Enforcement applicants applying for Security Guard, Armored Car Guard and/or Bail Enforcement must provide verification.

### Step #3

Complete the attached Waiver Request ONLY if you do not meet one of the following exemptions – Information form (Pg 4) & Affidavit (Pg-5)

- Prior Law Enforcement applicants who have already submitted a Delaware Commissioned Constable Application.
- Prior Law Enforcement officer for any local, state, county, municipal or other POST recognized Law Enforcement Agency within the state of Delaware only.

### Step #4

If you do not have an exemption for the Affidavit to be waived - the Affidavit must be notarized.

### Step #5

Submit your Information form and Affidavit (if applicable) to Professional Licensing:

- Email to- [dsp-prolicense@delaware.gov](mailto:dsp-prolicense@delaware.gov) - Subject Line: Firearms Waiver Request
- Constable (prior Law Enforcement) applicants may include Pg 4 with their original Constable forms & applications.
- Applications can also be mailed to the address on the top/left side Page #1.

### Step #6

Professional Licensing will review the verification forms and Approve or Deny the Request. Notifications will be sent via email, approvals will have a Waiver Approval attached.

### Step #7

**Waiver Approvals must be presented to the approved Professional Licensing Firearms Instructor who determine any additional training requirements based upon an observation of your firearms proficiency.**



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**Professional Licensing 40 Hour Firearms Training Waiver Request – Information**

Last Name	Suffix	First Name	Middle
email address	Phone #		

**Which Professional Licensing industry will you seek employment with as a Firearms/Red Card holder?**

Security Guard	Armored Car Guard	Bail Enforcement Agent	Constable

**Which Requirement are you claiming to support your Training Waiver Request and providing the form(s) of Verification? (Consult Page 1 & 2) – Waiver Requests submitted without Verification documents will not be processed.**

"X"	Requirement – select all that apply	Date of MOST recent firearms certification
	Prior certified law enforcement officer*	
	Prior certified correctional or probation officer*	
	Prior United States Military Service*	
	Certified Law Enforcement Firearms Instructor	

<b>*Name of Law Enforcement Agency / Branch of Military Service</b>			
<b>Provide Start &amp; End Dates of Service with Law Enforcement Agency or Military – must be 5 consecutive years</b>			
Start Date:		End Date:	

Date of Request: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please complete the Affidavit on Page #4

**OFFICIAL USE ONLY**

Professional License Approved by:

09/2025



## **AFFIDAVIT**

STATE OF \_\_\_\_\_

BE IT REMEMBERED that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me, a Notary Public in and for the State aforesaid, \_\_\_\_\_, known to me personally to be such, who after being duly sworn does swear:

1. He/She has previously been trained on the use, application, techniques, safety measures heretofore understood as forty (40) hours of firearms training, on or about \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ with \_\_\_\_\_  
(insert Law Enforcement Agency above)

located in \_\_\_\_\_

2. He/She attests they have met the requirements outlined in the Delaware State Police Professional Licensing 40 Hour Firearms Training Waiver Request.

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**Person making Request full name**

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**Signature**

SWORN TO and subscribed  
before me the day aforesaid.

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Notary Public