



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

idfpr.illinois.gov

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Frequently Asked Questions (FAQs) About Firearm Control Cards

THE APPLICATION PROCESS:

A licensed private detective, private security contractor, or private alarm contractor working as a sole proprietor may apply for their own Firearm Control Card (“FCC”).

The employing agency may apply for an FCC for their employee; however, the employee must complete the first page of the application and the licensed agency must complete the second page of the FCC application.

An FCC Application can be located at this link on the Department’s website (<https://idfpr.illinois.gov/profs/proflist.html>). Currently, FCC applications are paper applications; however, the Department hopes to convert the FCC application to an online application soon. We hope to have the FCC application as an online application in the very near future.

The Current FCC application is also located here: <https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f1314de.pdf>.

The applications should be printed out and then completed. Applicant must be 21 years of age to apply for an FCC. The applicant must complete the first page and the licensed agency complete the second page of the FCC application. Please print or type the information (except for signatures) to ensure proper processing.

The basic requirements to obtain an FCC include:

- You must be at least 21 years of age to apply for an FCC.
- All applicants must possess an active permanent employee registration card (PERC).
- All applicants must possess a valid firearm owner’s identification card (FOID).
- All applicants must take a 48-hour firearms training course from an approved provider. The course MUST be taken within two years of the FCC application OR the applicant must show proof on the FCC application of requalification within the last year.

In addition, the applicant must complete the child support statement and state tax statement contained on the application. If these questions are not answered, the application will not be processed.

The application will ask for the applicant’s Social Security Number or ITIN. This disclosure is mandatory in accordance with 5 Illinois Compiled Statutes 100/10-65.

Please make sure to enclose the required \$75.00 application fee. This fee must be in the form of a check or money order in the amount of \$75.00 made payable to the Illinois Department of Financial and Professional Regulation ("IDFPR"). Please be advised that all fees are non-refundable.

All completed applications, a copy of FOID and fee should be sent to:

Department of Financial and Professional Regulation
Division of Professional Regulation
320 W Washington St, 3rd Floor
Springfield, IL 62786.

COMMON DEFICIENCIES:

Some common deficiencies that processing staff see from submitted applications include:

- Application not signed or dated by the applicant and/or the employer.
- Requalification date(s) not current to within the past year.
- FOID card not current, not legible, or not included with the FCC application.
- Application submitted without proof of original firearm training or requalification training.
- Applicant did not return FCC to employer upon departure from prior agency.

FINAL POINTS REGARDING FCCs:

Once issued, your FCC will expire on the date specified on the face of the card and can only be renewed by completing the renewal form and paying the triennial renewal fee of \$45. The FCC renewal form is available at www.idfpr.illinois.gov.

All FCCs shall be retained by the employee for the term of employment. Upon termination of employment, the FCC must be returned to the Department by the employer. This is a mandatory requirement.

Exemptions from the requirements to maintain an FCC:

- A peace officer defined in the Private Detective, Private Alarm, Private Security, Fingerprint Vendor and Locksmith Act is exempt from the requirements relating to the possession of a firearm control card. The employing agency shall remain responsible for any peace officer employed under this exemption.
- A person employed as an armed security guard at a nuclear energy, storage, weapons, or development site or a facility regulated by the Nuclear Regulatory Commission (NRC) who has completed the background screening and training mandated by the rules and regulations of the NRC is exempt from registration for a firearm control card.

FCC FAQ – 3/8/2024