



**MINNESOTA PERMIT TO CARRY A FIREARM  
APPLICATION FOR ORGANIZATION OR  
GOVERNMENT ENTITY APPROVAL TO CERTIFY  
FIREARMS INSTRUCTORS**

NEW  
 RENEWAL

<b>Business or Program Name:</b>		
<b>Owner or Primary Contact:</b>		
<b>Secondary Contact (if applicable):</b>		
<b>Phone Number:</b> (      )	<b>Fax Number:</b> (      )	
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Email:</b>	<b>Website:</b>	

**To qualify for Department of Public Safety approval as an organization authorized to certify instructors, the organization or government agency must meet, maintain and submit the following items:**

- Certificate of Good Standing from the Minnesota Secretary of State's Office issued within 60 days of application (government entities excluded)
- Lesson plan for Instructor and Student courses that demonstrate that the successful candidates will be able to teach and have received the basic requirements for applicants for permits to carry required by Minn. Statute 624.714, subd. 2a.
- Course syllabus, goals, objectives and outlines for Instructor and Student courses that demonstrate that the successful candidates will be able to teach and have received the basic requirements for applicants for permits to carry required by Minn. Statute 624.714, subd. 2a.
- Copy of course of fire/qualification to be utilized in both Instructor and Student courses
- Copy of certificate to be issued by organization to Instructors and Students
- Copy of current Instructor credentials of primary contact or owner
- Written description of how the organization will maintain Instructor and Student records
- Written description of how organization will maintain proficiency of instruction (including legal updates) and ensure the instructional practices and integrity of Instructors.

**Organizations renewing their Department of Public Safety approval must submit:**

- Updated (if applicable) lesson plans, syllabus, goals, objectives, course of fire
- Certificate of Good Standing from the Minnesota Secretary of State's Office, issued within 60 days of renewal application. (Government entities excluded)
- Copy of updated Instructor credentials of primary contact or owner

*I certify that my business organization or government entity meets the DPS standards as an organization authorized to certify instructors in the Minnesota Personal Protection Act, pursuant to Minnesota Statutes, section 624.714, Subd. 2 (c).*

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*Signature of Owner or Primary Contact*

\_\_\_\_\_  
*Date*

**INSTRUCTIONS FOR COMPLETING THE  
MINNESOTA PERMIT TO CARRY A PISTOL  
APPLICATION FOR ORGANIZATION OR GOVERNMENT ENTITY APPROVAL**

- This form should be completed by organizations or government entities seeking permission to train instructors in the Minnesota Permit to Carry a Pistol Standards, pursuant to Minnesota Statutes, section 624.714.
- The completed form and all required attachments should be mailed to:

Permit to Carry – Organizational Standards  
Minnesota Bureau of Criminal Apprehension  
1430 Maryland Ave. E.  
St. Paul, Minnesota 55106
- Packets will be reviewed by the Commissioner of Minnesota Department of Public Safety (or designee).
- The review process will be for the purpose of determining whether organizations or government entities will be certified by the Department of Public Safety.
- On approval, the organization or government entity's name, phone numbers, email address and website will then be listed on the Bureau of Criminal Apprehension (BCA) Website as a certified organization. These certified organizations will be accepted by all sheriffs in Minnesota as having complied with the instructional training requirements.
- Providers of programs must keep the Department of Public Safety informed of any changes in course content. Periodic compliance checks may be conducted. Any business organization or government entity without up-to-date information on file with the Department of Public Safety will be removed from the list of approved business organizations published on the BCA Website.
- Organizations and government entities that do not pass the review process will be notified of the deficiencies and the application packet will be returned. Organizations and government entities certified will be notified and will be listed on the BCA Website.