



**MONTGOMERY COUNTY SHERIFF'S OFFICE**  
**APPLICATION FOR HONORABLY RETIRED IDENTIFICATION CARD, STATE CONCEALED**  
**HANDGUN CERTIFICATION, FEDERAL CONCEALED HANDGUN CERTIFICATION**

\_\_\_\_\_ NEW      \_\_\_\_\_ RENEWAL

I am applying for:      \_\_\_\_\_ Honorably Retired      \_\_\_\_\_ Honorably Retired      \_\_\_\_\_ State Cert.      \_\_\_\_\_ Federal Cert.  
 (check all that apply)      ID Only (no handguns)      ID with Firearm Privilege

Application Date: \_\_\_\_\_ Employee #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last Four Digits of Social Security #: \_\_\_\_\_

Rank at Retirement: \_\_\_\_\_ Retirement Date: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR INTERNAL PURPOSES ONLY**

	Date	Initial
Officer is Honorably Discharged*		
<b>A. Federal Certification Identification Requirements</b>		
1. Officer was employed as a peace officer for at least <u>10 years</u> with one or more agencies <b>-OR- (please initial only one)</b>		
Officer was medically-separated due to a service-connected disability as determined by the agency.		
2. Before retirement, the officer was authorized by law to engage in or supervise the prevention, detection, investigation or prosecution of, or the incarceration of any person for any violation of law, and had statutory powers of arrest.		
<b>B. State Certification Identification Requirements</b>		
1. Officer honorably retired after not less than a total of <u>15 years</u> of service as a commissioned officer with one or more state or local law enforcement agencies; <b>or</b> , before completing 15 years of service as a commissioned officer, separated from employment and is a qualified retired law enforcement officer, as defined by 18 USC § 926C.		
2. Officer's license as a commissioned officer was not revoked or suspended for any period during the officer's term of service as a commissioned officer.		
3. Officer has no psychological or physical disability that would interfere with the officer's proper handling of a handgun.		

	Date	Initial
Application		
Affidavit		
F5		
TCOLE License		
TCOLE Employment		
TCLEDS		
CCH		
Applicant Notified		
Applicant Qualified		
Photo Taken		
ID Printed		
ID Picked Up		
ID Mailed		
Total years of service		
TCOLE PID		

\*F5 must reflect "Honorably Discharged." If the F5 shows a "General Discharge" because an officer retires during a pending internal investigation in which he/she is the target or potential target, the officer may be granted "Honorably Discharged" at the discretion of the Sheriff.



**AFFIDAVIT FOR HONORABLY RETIRED IDENTIFICATION CARD, STATE CONCEALED HANDGUN CERTIFICATION, FEDERAL CONCEALED HANDGUN CERTIFICATION**

State of Texas, County of Montgomery

Before me, the undersigned authority, \_\_\_\_\_ personally appeared who made this Affidavit and, on Oath, states the following:

<p><b>Complete this section if you are applying for State/Federal Handgun Certifications or an Honorably Retired ID.</b> (please review and <b>write your first and last initial next to each statement that is true</b>)</p> <p><input type="checkbox"/> I did not retire in lieu of any disciplinary action and I separated in good standing.</p> <p><input type="checkbox"/> I am entitled to receive a pension based on my years of service with the Montgomery County Sheriff's Office.</p> <p><input type="checkbox"/> I did not elect to have my pension contributions refunded and will be receiving a monthly payment upon retirement.</p> <p><input type="checkbox"/> I have not been arrested, charged, or convicted of a crime since retiring from the Montgomery County Sheriff's Office.</p>
<p><b>Complete this section if you are applying for State and/or Federal Handgun Certifications.</b> (please review and <b>write your first and last initial next to each statement that is true</b>)</p> <p><input type="checkbox"/> I am not currently serving as an elected, appointed, or employed peace officer. If I accept employment as a full-time, part-time or reserve officer in the future, I will immediately return my Honorably Retired identification card containing State/Federal Certifications to the Sheriff or his designee.</p> <p><input type="checkbox"/> I have no psychological or physical limitations that would interfere with the proper handling of a handgun.</p> <p><input type="checkbox"/> I am capable of exercising sound judgement with respect to the proper use and storage of a handgun.</p> <p><input type="checkbox"/> I understand that I must meet and follow all procedures established by the Montgomery County Sheriff's Office in order to obtain the State and/or Federal Handgun Certifications.</p> <p><input type="checkbox"/> I understand that I am solely responsible for reviewing and complying with all local, State and Federal concealed handgun laws.</p> <p><input type="checkbox"/> I am not prohibited under any law from carrying a firearm.</p> <p><input type="checkbox"/> My license as a commissioned officer has never been revoked or suspended.</p> <p><input type="checkbox"/> I have not made any material misrepresentation or failed to disclose any material fact, in my request for certification as an honorably retired peace officer.</p> <p><b>I have fulfilled all the eligibility requirements under state law, Section 1701.357 of the Occupations Code, including: (please initial only one)</b></p> <p><input type="checkbox"/> I have honorably retired after 15 years of service as a commissioned peace officer with one or more state or local law enforcement agencies.</p> <p><input type="checkbox"/> I am a qualified retired law enforcement officer as defined by 18 USC § 926C.</p> <p><b>I have fulfilled all the eligibility requirements listed under federal law, 18 USC section 926(c), as defined by the Law Enforcement Officers Safety Act of 2004 and the Law Enforcement Officers Safety Act Improvements Act of 2010, including:</b></p> <p><input type="checkbox"/> I separated from service in good standing from the Montgomery County Sheriff's Office and have either (i) at least 10 years of cumulative service as a commissioned law enforcement officer, or (ii) separated in good standing with a service-connected disability other than mental instability.</p>

\_\_\_\_\_  
Applicant's Signature

SWORN TO and SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public in and for the State of Texas



## FREQUENTLY ASKED QUESTIONS FOR STATE & FEDERAL HANDGUN CERTIFICATIONS

**Q: What forms should I fill out for the State/Federal handgun certifications and where do I get the forms?**

A: You will need to complete both the application and affidavit.

**Q: Do I have to have the affidavit notarized prior to submission for my ID?**

A: Yes.

**Q: Where do I mail the forms for the State/Federal handgun certifications?**

A: Montgomery County Sheriff's Office  
1 Criminal Justice Drive  
Conroe, Texas 77301  
Attn: Homeland Security Division

**Q: For my State/Federal handgun certifications, do I have to submit the forms before I qualify?**

A: Yes. You should not qualify until you have been notified by the Homeland Security Division. Once your application is received and a background check completed, the Homeland Security Division will contact you to set up your qualification date and time.

**Q: I can't find my old Retired ID Card, what do I need to do?**

A: You will be required to file an offense report and advise the Homeland Security Division of the loss and the case number.

**Q: If I want to carry a revolver and a semi-automatic, do I need to qualify with each handgun?**

A: You should qualify with the type of weapon you would like to carry. For instance, if you qualify with a semi-automatic, your certification will cover all semi-automatics. If you want to carry revolvers and semi-automatics, you should qualify with one semi-automatic and one revolver. You do not need to qualify with multiple weapons of the same type.

**Q: How often do I need to take an ID photo and what should I wear for the photo?**

A: A new photo is required for each issuance / renewal. Dress is business casual.

**Q: I am retired from the Montgomery County Sheriff's Office but am now working as a commissioned officer for another agency; can I get an Honorably Retired Identification Card, State and/or Federal handgun certifications?**

A: If you are currently employed as a commissioned officer for another agency/company, you are only eligible to receive the Honorably Retired Identification Card. However, you may be eligible for the State and/or Federal certifications once you are no longer employed as a commissioned officer.

**Q: If I don't want to qualify, can I still be eligible for an Honorably Retired Identification Card?**

A: Yes but it will not include the State and/or Federal certifications that authorize you to carry a firearm.



**FREQUENTLY ASKED QUESTIONS FOR STATE & FEDERAL HANDGUN CERTIFICATIONS  
(Continued)**

**Q: I live out of town; can I qualify at another law enforcement agency's range?**

A: Yes, once your application has been approved by the Homeland Security Division you may qualify at an outside agency range. However, you will be required to submit a record from said agency advising that you have passed qualifications. In addition, you will be required to submit an updated photo via electronic format so your new ID can be updated. Once this is received, your ID will be mailed to you.

**Q: I do not live in Texas, am I eligible for the State and/or Federal Handgun Certifications?**

A: You must be a permanent resident of Texas to be eligible to receive the State Handgun Certification. However, out-of-state applicants may be eligible to receive an Honorably Retired Identification Card (without handgun certifications) or an Honorably Retired Identification Card with only the Federal Certification.

**Q: How often do I need to qualify?**

A: The Federal Certification expires one year from your qualification date requiring an annual qualification. The State Certification expires two years from your qualification date requiring qualifications every other year. If you intend to carry a firearm outside the State of Texas, you will need both State and Federal Certifications.

**Q: If I only have an Honorably Retired ID with no firearms certifications, does it expire?**

A: Yes. All Identification cards expire at the end of each four year term of the Sheriff. The expiration date is printed on the back of the card.

If you have additional questions you can contact the Homeland Security Division by emailing Administrative Assistant Natalie Miguel at [natalie.miguel@mctx.org](mailto:natalie.miguel@mctx.org). She will send your question(s) to the appropriate person and they will get back with you.