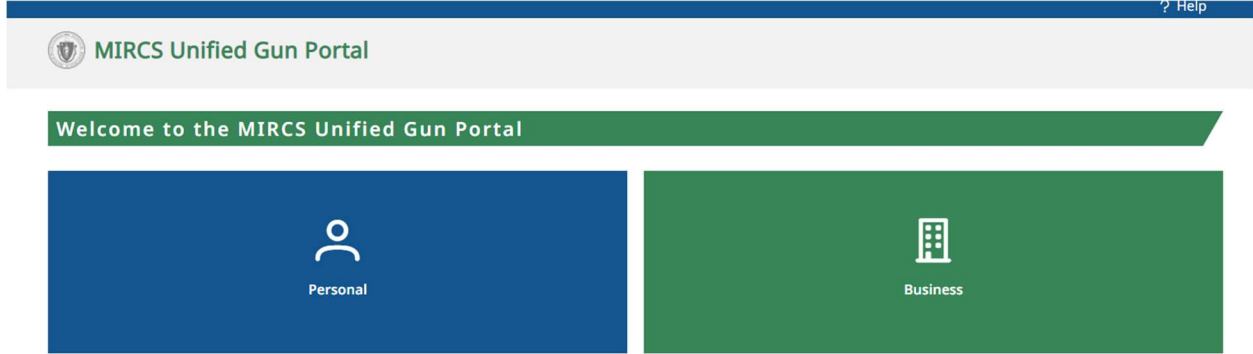


How Students Retrieve their Basic Firearms Safety Certificate

1. Go to the **Personal** Gun Portal <https://gunportal.mass.gov/mircsUnifiedPortal/>



2. Log in or create a Personal account. This will be helpful when applying for their LTC
3. Click on the Firearms Instructor App
4. To search for their certificate the student will need the date of the class, the course name and their name.
5. Once searched they will be able to download the certificate.



Class Date: _____

Course Name: Massachusetts Chiefs of Police Association Basic Handgun Safety Course

Course Certification Number: LTC-030

Instructor BFS Number: BFS00005767