



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Registered Firearm Instructor (263)

Effective: 12/2024

Revised: 12/2024

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

- Must provide proof of the type of qualifications you have that meet the requirements as referenced in Section 1240.515 of the Illinois Private Detective Rule. Link [here](#).
 - Proof that the applicant is recognized and approved by the National Rifle Association (NRA) having taken a Law Enforcement Firearms Instructor Course that includes security personnel within the course. Proof shall be a copy of the applicant's Certificate from the NRA.
 - Proof that the applicant is approved and recognized as a range instructor by the Illinois Law Enforcement Police Training and Standards Board. Proof shall be a copy of the Instructor's Certificate issued by the Law Enforcement Training and Standards Board.
 - Proof of other firearm instructor education or experience that the Division may consider to be substantially equivalent, such as experience or education received in military service or federal law enforcement service.

OR

- Proof of other firearm instructor education or experience that the Division may consider to be substantially equivalent to subsection (b)(1) or (2), such as experience or education received in military service or federal law enforcement service.
 - Name and address of institution
 - Dates of Attendance
 - Date of Graduation
- Valid FOID card issued by the Illinois State Police

REQUIRED SUPPORTING DOCUMENTS

- Must provide proof of the type of qualifications you have that meet the requirements.
- Legible copy of your valid FOID card issued by the Illinois State Police

IMPORTANT INFORMATION ONCE LICENSED

- All Firearm Instructor licenses expire on December 31st every 5 years regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.