



**IDFPR**

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

# Qualifications for Licensure:

## Registered Firearm Instructor

(263)

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Effective: 12/2024

Revised: 02/2026

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## 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

- **Provide proof of at least one of the following:**
  - 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. Must provide:
    - Name and address of institution
    - Dates of Attendance
    - Date of Graduation
- Valid FOID card issued by the Illinois State Police.

## REQUIRED SUPPORTING DOCUMENTS

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- Must provide proof of type of qualification to meet the requirements a listed above.
- Legible copy of your valid FOID card issued by the Illinois State Police.

## IMPORTANT INFORMATION ONCE LICENSED

- All Firearm Instructor licenses expire on December 31<sup>st</sup> 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.
- The Department posts profession specific notices, statements and other information to the IDFPR website. Licensed professionals should visit the IDFPR website frequently, and their profession specific pages, to stay informed about the latest information and developments.