



# MARYLAND STATE POLICE

Maryland Department of State Police / Licensing Division  
1111 Reisterstown Road  
Pikesville, Maryland  
Office: (410) 653.4500 / Fax: (410) 653.4036

## ADVISORY

LD-FRU-24-001

January 16, 2023

### CLEO Notifications to the Maryland Department of State Police

This Advisory is to provide clarification to FFLS submitting Chief Law Enforcement Officer (CLEO) Notifications to the Maryland Department of State Police as required by ATF Final Rule “[Machineguns, Destructive Devices and Certain Other Firearms; Background Checks for Responsible Persons of a Trust or Legal Entity With Respect to Making or Transferring a Firearm](#)”.

“Effective July 13, 2016, the final rule “[Machineguns, Destructive Devices and Certain Other Firearms; Background Checks for Responsible Persons of a Trust or Legal Entity With Respect to Making or Transferring a Firearm](#)” amends the regulations to eliminate the requirement for a certification signed by a CLEO and instead adds a CLEO notification requirement.

Prior to the submission of an ATF Form 1 or ATF Form 4 to the Director, all applicants/transferees and responsible persons shall forward a completed copy of [ATF Form 1](#) or [ATF Form 4](#), or a completed copy of [Form 5320.23](#), respectively, to the chief law enforcement officer of the locality in which the applicant/transferee or responsible person is located. The chief law enforcement officer is the local chief of police, county sheriff, head of the state police, state or local district attorney or prosecutor.”

Please assure that all CLEO notifications addressed to the Maryland Department of State Police are forwarded in one of the following ways:

1. Email to: [msp.firearmsregistration@maryland.gov](mailto:msp.firearmsregistration@maryland.gov). Please add “CLEO Notification” in the email subject line. **(Email is the preferable method of notification)**
2. Hard copies can be sent to:      ATTN: CLEO Notification  
Maryland Department of State Police  
Licensing Division – Firearms Registration Unit  
1111 Reisterstown Road  
Pikesville, Maryland 21208

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