How do I access PASP's Georgia Weapons Carry License pages?

Go to www.pasp365.com and click on GA WCL in the grey bar and enter your county number as the username and county Name as the password. The first letter in your county name should be capitalized. Then click the "GA WCL Portal" to enter the system by entering your personal username and password to access all functions.

How do I know what my County number is?

A list of counties and county numbers can be found by calling PASP

Is a new computer required to access the card creation system?

Not usually. You will need to have internet access and a minimum of 2G of RAM on your system. If your current computer does not meet either of these requirements, please contact PASP so that we can be of assistance in helping you procure a new computer.

You will also need to purchase the camera and signature pad from PASP in order to capture photographs and signatures that will appear on the card. Contact your PASP representative to order your peripheral equipment. The equipment can be sent overnight, if necessary.

Should we buy more than one set of peripheral equipment so that we have a back-up?

We recommend that you have a back-up set of equipment. Although this is not required, if one of the pieces breaks, you will not be able to enter card submissions until another replacement camera or signature pad arrives.

What makes this card so special?

The card has multiple overt and covert security features that help make the card virtually impossible to duplicate, reproduce, or copy. Overt features are visible with the naked eye – an example of this is the hologram visible in the photo portion of the card. Covert features are features that require some other device for them to be detected – examples of this are the metallic fiber that can be detected with a hand-held metal detector and the thin blue line visible when shining a black light from the front but not the back of the card. These features will make it easier for officers in the field to determine whether a license is real or fake.

When will we get the cards?

PASP will ship all cards on Friday. Most shipments should arrive on Monday. This means that cards submitted on Thursday will arrive on Monday but cards submitted on Fridays will not arrive until the following Monday.

How often will we be billed for the cards?

A bill for cards will be sent on a weekly basis. For administrative purposes an invoice will be sent with each shipment.

What if applicants want a replacement card just to get the new card?

It is possible to take a new application from the cardholder for a new card, but the State of Georgia requires him to pay the entire application fee to get the new card. Otherwise, he can get an old replacement card for the price for replacement cards. Once the applicant has the new card, he can get a replacement card for the established replacement card price. You will have to enter the system and issue a replacement.

How will the generation of a replacement card affect the license number?

The license number will remain the same.

Will the card software generate the license number or will our other system?

Upon saving the enrollment data on the system for the first time a license number will be generated for you. If you have another system that you use to store license related data, you will need to add this license number to that system. Contact the software vendor to discuss your options.

Can the card system interact with my existing system so that we don't have to do double entry?

Due to the number of systems being used statewide, on January 1, 2012 the card system will not have this capability. If your county is interested in having a PASP representative contact you to discuss your needs in further detail, this can be arranged by calling our offices.

Will we continue to use the old system or will it be phased out or integrated with PASP?

You will continue to use the old systems, as directed by your county.

What is the issuance date?

The issuance date will be the date that you send the license to print.

Who owns the data input into the card system?

Each County will own its own data.

Will the camera be handheld or mounted?

The camera is an HP Webcam 3100. It can be mounted on a monitor, set on a flat surface, or handheld. You will use the computer to activate the photo capture.

Can a picture be re-taken?

Yes, just click the Start Camera button to re-take

Can the PASP card creation data be accessed from all office PCs?

The PASP card creation system data can be accessed from all office PC's with internet access and a valid username and password.

Is there any way to mark an application as "Declined"?

Yes, click the "Decline Card" button, select the card you want to decline, and enter the reason the card was declined. This will remove the card from the lists you see of pending cards. A report can be generated to show all cards that have been declined by county between a specified set of dates.

Are there any written instructions on how to use the PASP card submission system?

A user's guide is available on this site.

Will my PASP card submission system password expire?

No. But if you feel your password may have been compromised, we do recommend that you change it.

I am able to create cards but cannot find the Send to Printer button. Why is this?

Agency Printer and Agency Administrator users are able to send cards to print. Please see your County's Agency Administrator to determine whether you need to have this type of access added to your account.

Will we be able to print the application when it is complete?

After you have saved the card data, you will have an opportunity to print the receipt which will show a sample card populated with the applicant's data. This receipt will have a signature line where the applicant can sign to agree that the data is accurate as well as a signature line for the approved applicant to sign when he/she receives the license.

When we search for a record using the license number, will we have to enter the entire number or can we only enter the last 5 digits?

You will have to enter the entire number.

Once we send a card to print, can we go back and edit it before it prints?

Once a card has been sent to print it may not be edited.

Does the Internet need to be available for the system to work?

Yes, the PASP card submission system is web-based. This means that you will need to have Internet access to be able to access the system.

When entering a card submission in the PASP system, do the photos have to be entered immediately or can they be taken later?

You must capture the photo at the time of application.