



**Illinois State Police**  
**Firearms Services Bureau**  
**FOID Appeal Requirements – Mental Health Prohibitor**

If your FOID card has been revoked or your application denied due to a prior admission to a mental health facility within the last five years, you may appeal the decision to the Firearm Services Bureau (FSB) of the Illinois State Police. You are NOT required to appeal at this time. Your appeal will NOT be reviewed until all of the following documentation has been submitted.

- 1. Revoked FOID card (if applicable) must be surrendered and Firearm Disposition Record form documenting transfer of firearms in your possession must be presented to the local law enforcement agency where you reside. (Form is available on ISP website, [www.isp.state.il.us](http://www.isp.state.il.us).)**
- 2. Notarized signed and dated, statement in your own words that contains the following:**
  - a. Details and circumstances regarding any and all mental health admissions.
  - b. Statements regarding your current mental status and condition.
  - c. Statements regarding your mental health history, including any prior treatment or admissions.
  - d. Statements regarding your compliance or non-compliance with treatment and/or medications.
    - i. The dates and details of all actual or alleged acts of suicide or violence.
    - ii. If law enforcement was involved, you must list the date of each incident along with the name/address of each agency.
    - iii. If courts were involved, you must list the date(s) of each legal action and the county and state where such records are held.
    - iv. If medical personnel were involved, you must list who provided the medical care and where they are located.

**3. Completed Request for Investigation and Waiver of Liability, signed and dated**

**(The following must be sent directly to the ISP from those in possession of the documents.)**

- 4. All psychiatric and counseling records related to mental health diagnosis or treatment (including emergency room, inpatient, rehabilitation, detoxification, partial inpatient, and outpatient) provided to you during the past five years.**
- 5. A current (within 45 days of ISP's receipt), forensic evaluation or original letter (signed and dated) from a psychiatrist or licensed clinical psychologist, on letterhead, not affiliated with your employer. Please see attached form for the requirements. (Note: letters from therapists - e.g., professional counselors and social workers - will be considered, but do not fulfill this requirement.) See attached instructions to be provided to your evaluator.**
- 6. Certified copies of all court records that address your mental status or allegations you were threatening to harm yourself or others, engaged in violence, or abused alcohol or drugs (including family court and petitions for protective orders or involuntary admission or treatment); or a notarized statement from you affirming no such records exist.**
- 7. At least two current (within 45 days of ISP's receipt), notarized, signed and dated letters from adults who are aware of the circumstances regarding the revocation of your FOID card that states:**
  - a. His/her full name, date of birth, and relationship to you;
  - b. His/her opinion of your current mental condition and risk of dangerousness to yourself or others; and
  - c. His/her opinion as to whether your possession of a firearm would be contrary to the public interest.
- 8. If the possession of a FOID card is an employment issue for you, you must provide a letter from an authorized representative of your employer on company letterhead (signed and dated) that provides:**
  - a. The current status of your employment
  - b. Your job title;
  - c. Records of any discipline or investigation regarding the revocation of your FOID card;
  - d. Your employer's opinion as to your suitability to possess a firearm.
- 9. If you are an active law enforcement officer, a psychological fitness for duty evaluation completed after the time of discharge, is required. If you think you may be eligible for an expedited relief process (430 ILCS 65/10(c-5), contact the Appeals Section at 217/782-3849 for information.**

It is the applicant's responsibility to provide or arrange for the above documents to be provided to the ISP. Submission of the above documents does not guarantee the granting of relief, but is required to begin the review process. Incomplete or inadequate documentation may delay processing or result in the denial of your request. Depending on the information received, and to ensure compliance with state and federal laws, additional information not named herein may be required. All documents must contain your full name and date of birth, and must be sent from the source directly to:

**Illinois State Police**  
**Firearms Services Bureau – ATTN: APPEALS**  
**801 South Seventh Street Suite 400-M**  
**Springfield, Illinois 62703-2487**