

KANAWHA COUNTY SHERIFF'S OFFICE

License Application Instructions
WV Code §61-7-4
License to Carry Deadly Weapon

The Concealed Pistol/Revolver License Application may be downloaded from the website of the Kanawha County Sheriff's Office, the Attorney General's Office or the West Virginia State Police. You may also pick up an application at any of our detachments located at Elkview, Chelyan, Sissonville, Cross Lanes, or St. Albans.

Once the application is completed and notarized, it may be mailed or returned to the Kanawha County Sheriff's Tax Division at the Kanawha County Courthouse with proper application fee, necessary firearms certification form, and a copy of applicant's driver's license or its equivalent with photo. The mailing address is as follows:

Kanawha County Sheriff's Office
Pistol Permit Processing
409 Virginia Street, Room 120
Charleston, West Virginia 25301

The seventy-five dollar (\$75.00) **Non-Refundable** application fee must be paid by cash, check or money order.

A certification of completion or an affidavit from a certified firearm instructor or institution which proves that you have completed the Firearms Safety Course is required for issuance of a Concealed Pistol/Revolver License. Applicants should contact a National Rifle Association representative, gun dealer or firearms instructor to receive information as to the course necessary for certification. After your application is submitted to the Sheriff's Office, it will be processed and available in 45 days if approved. If the application isn't approved for a specific reason, you will be notified by US Mail.

Licenses are only issued at the Kanawha County Sheriff's Office - Tax Division, located at the Kanawha County Courthouse. The license will only be released to the applicant, who **Must Show Proper Photo Identification.** An additional fee of twenty-five dollars (\$25 .00) is due at the time the license is issued. This fee is payable by cash or money order. No other form of payment will be accepted.

Approved applications are printed by applicant's name in the Charleston Newspapers. Applicants will also be notified by mail as to approval. When completing the application the applicant should list a phone number so they can be contacted if a question arises. If you determine that you need to modify the information contained on your application, you may do so by sending the correct information in writing.

Questions should be directed to the Kanawha County Sheriff's Office at 304-357-0216.

Frequently asked questions about the concealed weapons license application

Where can I get an application? Sheriff's Department Detachments at Chelyan, St. Albans, Sissonville, Elkview, and Cross Lanes; or in the Kanawha County Courthouse at the Tax Division Office or Law Enforcement Division Office.

Who can pick up an application? Any person or persons over the age of Twenty-one.

How are applications returned? Applications can be mailed or returned to the Kanawha County Sheriff's Tax Office with the additional required items below.

Is the permit good statewide? Yes.

How can payment be made? Payment may be made by cash, money order or check at the Kanawha County Sheriffs Tax Division located at the courthouse in Charleston. Payment may also be made at detachments but, for security reasons, only checks or money orders will be accepted.

Where can I obtain information about firearms certification training? From a local National Rifle Association representative, gun dealers or any certified firearms instructor.

How long does the application process take? Approximately 60 days.

Can I apply in any county? No, only the county in which you live.

Is there a fee for retired police officers? No.

Do you have to carry a photo ID with the license? Yes, a state issued photo identification card must be carried at all times.

Are there places where weapons cannot be carried? Yes. These places include Federal property, public office buildings, schools, premises of a court of law (including county courthouses and the State Capitol buildings), Sheriff or State Police Departments/offices and in any private residence or public business which is posted that weapons are not permitted. Some municipalities also have laws against carrying weapons on city property.

PISTOL PERMIT CHECKLIST

Individuals making application for license to carry deadly weapon, must submit the following with a completed application form.

1. Seventy-five (\$75) **Non-Refundable** application fee: cash, check or money order
2. Notarized application. (Applicant must have application notarized before submitting it. The Sheriff's Department will not notarize application.)
3. Approved certification of firearms training (as outlined in WV Code 61-7-4)
4. Proof of the firearms trainer's instructor certification
5. Photostatic copy of applicant's photo bearing identification card.
6. State Police fee of twenty-five (\$25) is to be paid by cash or money order at time of picking up license.

INSTRUCTIONS

1. **The applicant will complete the form (pen and ink or typewriter) and affix his or her signature, which must be witnessed by a notary public.**
2. **The completed form will be presented to the Sheriff of the applicant's resident county accompanied by the required \$75.00 application fee.**
3. **The Sheriff will conduct an investigation relative to the information contained in the application as required by state law. Any request for criminal history information from the State Police will be made using established protocol.**
4. **Upon completion of the investigation and if a license to carry a concealed pistol/revolver is approved and issued, the applicant will pay to the Sheriff an additional \$25.00 fee. The Sheriff will immediately forward to the State Police a certified copy of the approved application and will forward within thirty days the \$25.00 fee to the following address:**

**Superintendent
West Virginia State Police
Attention: Criminal Records Section
725 Jefferson Road
South Charleston, West Virginia 25309-1698**

NOTE: When forwarding the \$25.00 fee to the West Virginia State Police, the Sheriff must provide the name, date of birth and date of application approval for each \$25.00 fee remitted.

WEST VIRGINIA STATE POLICE
APPLICATION FOR CONCEALED PISTOL/REVOLVER LICENSE

(This application must be completed in ink or by typewriter)

To the Sheriff of _____ County, I, the below named applicant, swear/affirm, under penalty of law, that the information contained within this application is true and correct to the best of my knowledge.

DATE SUBMITTED: ___/___/___ APPLICATION TYPE: Initial Renewal Honorably Discharged LEO Sheriff Waived

NAME: _____ CONTACT #: _____
Last First Middle

ADDRESS: _____
Street City State Zip

DOB: ___/___/___ SSN: ___-___-___ PLACE OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____ ALIEN/ADMISSION #: _____ (If not US citizen)

HT: ___ Ft. ___ In. WT: _____ RACE: _____ SEX: M F EYES: _____ HAIR: _____

SCARS, MARKS, AND/OR TATTOOS (Description and location): _____

I am a bona fide resident of _____ county, WV and present the following original, valid WV issued photo ID in support of this assertion (Photocopy of ID must be attached to this application):

WV Driver's License# _____ WV Non-Driver's ID # _____ Other (Describe) _____

Answer each of the following questions by checking **YES** or **NO**:

QUESTION	YES	NO
1. Are you under 21 years of age? If yes Provisional Application form 44C must be completed		
2. Are you addicted to alcohol, a controlled substance or drug, or are you an unlawful user thereof?		
3. Have you been convicted of a felony?		
4. Have you been convicted of an act of violence or an act of Domestic Violence?		
5. Are you under indictment or do you have any criminal charges pending against you?		
6. Are you currently serving a sentence of confinement, parole, probation or other court ordered supervision due to a charge of domestic violence as provided for in 61-2-28 of the Code of West Virginia?		
7. Are you the subject of a restraining order as a result of a domestic violence act as defined in 61-2-28 of the Code of West Virginia or subject to a verified petition of domestic violence or subject to a protective order as provided for in 48-2a of the Code of West Virginia?		
8. Have you ever been adjudicated to be mentally incompetent?		
9. Do you have two (2) or more convictions for DUI related offenses?		
10. In the last three (3) years prior to this application, have you been in a residential or court ordered treatment facility for alcoholism and /or alcohol/drug detoxification treatment?		
11. If you are applying for a license to carry a concealed handgun, have you qualified under the minimum requirements for the handling and firing of a handgun as set forth in 61-7-4 of the Code of West Virginia? If YES , attach a copy of the certificate of completion to this application. The Sheriff will determine applicability of this section to Retired Law Enforcement Officers and Renewal Applicants.		
12. Are you physically and mentally competent to carry a handgun		

NOTE: If any of questions 2-10 listed above are answered YES, then a brief letter of explanation for each question must accompany this form.

I hereby authorize the Sheriff of _____ County, to conduct an investigation into information contained in this application. Furthermore, I understand that the falsification of any information contained within this application constitutes false swearing and is a misdemeanor punishable under the provisions of 61-5-2 of the Code of West Virginia.

Applicant's Signature X _____ Date _____

