

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.

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 fifty dollar (\$50.00) **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.**

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? In the Kanawha County Courthouse at the Tax Division Office or Law Enforcement Division. Applications may be downloaded from the website of the Kanawha County Sheriffs Office, the Attorney General's Office or the West Virginia State Police.

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.

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 45 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. Fifty (\$50) **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.

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 \$50.00 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. **Once the background has been completed and the Concealed Pistol/Revolver License has been approved the Sheriff will notify the applicant in writing.**

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 No Fee: _____

NAME: _____ CONTACT #: _____
Last First Middle

ADDRESS: _____
Street City State Zip

DOB: ____/____/____ 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.		

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 _____

**WEST VIRGINIA STATE POLICE
APPLICATION FOR CONCEALED PISTOL/REVOLVER LICENSE**

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

1. The applicant will complete the form (ink or type) and affix his/her signature which must be witnessed by a notary.
2. The completed form will be presented to the Sheriff of the applicant's resident county accompanied by the required \$25.00 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 (30) days the \$25.00 fee to the following address:

Superintendent
West Virginia State Police
Attention: Concealed Weapon Registry
701 Jefferson Road
South Charleston, WV 25309-1698

NOTE: Fees waived for the following officials effective July 1, 2013 or July 1, 2020:

Any justice of the Supreme Court of Appeals of West Virginia; any circuit judge; any retired justice or retired circuit judge designated senior status by the Supreme Court of Appeals of WV; any family court judge; any magistrate; any prosecuting attorney; any assistant prosecuting attorney; any duly appointed investigator employed by a prosecuting attorney; or any honorably discharged military veteran.

NOTE: No application will be accepted without the NICS Transaction Number listed.

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.

Applicant Name: _____

Applicant DOB: _____ Phone contact: _____

<p>Subscribed and sworn before me, in said County and State, this the _____ day of _____, 20____.</p> <p>My commission expires: _____</p> <p style="text-align: center;">_____ Notary public signature</p> <p>SEAL: _____</p> <p>Date application received: ____/____/____</p> <p>Received by: _____</p> <p style="text-align: center;">SHERIFF DEPARTMENT USE ONLY</p>	<p>THIS BLOCK TO BE COMPLETED ONLY UPON APPROVAL OF APPLICATION BY SHERIFF</p> <p>III Check <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>WV CRIMINAL RECORD CHECK <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>STATE ID No. _____</p> <p>NICS Check: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>NICS TRANSACTION No.(NTN): _____</p> <p>NOTE: Application will be returned without NTN#</p> <p>I, _____,</p> <p>Sheriff of _____ County, WV</p> <p>certify this document to be a true and accurate copy of the APPROVED APPLICATION for a Concealed Pistol/Revolver Permit for the person identified herein and have issued a permit as required by law.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;">_____ Signature _____ Approval Date</div><div style="text-align: center;">_____ _____ Expiration Date</div></div>
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