



JOHN McMAHON, SHERIFF



SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT

CONCEALED WEAPONS LICENSE

APPLICANT INSTRUCTION – READ CAREFULLY

NOTICE! FAILURE TO COMPLY WITH ANY SECTION OF THESE INSTRUCTIONS WILL RESULT IN APPLICANT RESCHEDULING AN APPOINTMENT FOR INTERVIEW.

NO EXCEPTIONS!!!

1. You must be a **full time** resident within the County of San Bernardino but outside of any incorporated city limits. (Exception: any Sheriff contracted city.)
2. If you live in a city within the county of San Bernardino where another agency is your police department, you must first apply for a license from that police department. If they are not issuing licenses, you must obtain a letter from them stating they do not object to the San Bernardino County Sheriff's Department issuing a CCW license under our guidelines.
3. Fill application out **completely**, type or print in black ink legibly. (Attach police department authorization letter, if applicable.)
4. When all the above is complete, call Employee Resources Division at **(909) 387-3750** for an appointment for a CCW interview.

YOU ARE REQUIRED TO BRING THE FOLLOWING ITEMS AND DOCUMENTS AT TIME OF INTERVIEW:

- A. **Complete all pages in the** CCW license application. **Do not sign** the application until you are asked to do so by the interviewer.
- B. Bring the following **originals**:
 1. California Driver's License
 2. Birth Certificate or Naturalization papers
 3. Utility bill with your name and address
 4. Property Tax Bill, Grant Deed or Rental Agreement

Please bring copies of the above documents along with the originals to the interview.

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- C. Provide legal documentation/police reports pertaining to any law enforcement contact (example arrests, suspect or victim).
- D. **COPY** of your most recent utility bills **and** a copy of your deed with a parcel number or any other sufficient proof of **full time** residency within the County of San Bernardino as indicated on your application. Your name **must** appear on the utility bill, deed or rental agreement. We will not accept a month-to-month rental agreement. The agreement must have at least 6 months remaining to be acceptable.
- E. **COPY** of military discharge DD214 form, if applicable.
- F. **Two** separate **money orders**, made payable to the San Bernardino County Sheriff's Department (SBSD); **\$108.00** for fingerprinting, **\$29.20** for processing the background are required at the initial interview and **\$116.80** will be due when the permit is picked up. The total cost of the CCW Permit (not including range fees) is \$146.00
- G. Bring all weapons to be listed on the license (up to 3). **PLEASE NOTE:** Make sure all weapons are **unloaded** and secured in a locked container! **DO NOT bring any ammunition with weapons.**

REQUIREMENTS FOR RENEWAL OF A CCW LICENSE

- Department of Justice renewal fee **\$52.00**
- San Bernardino County renewal fee **\$37.00**
- Weapons verification **on new weapons to be added only** (Bring to Headquarters to be verified).

NEW TRAINING REQUIREMENTS

Due to amendments to Penal Code Sections 12050 through 12054, it is now required that applicants for CCW's must attend a specified course of training prior to the issuance of a new license or renewal. Courses are provided through the San Bernardino County Sheriff's Department at the following cost:

- New license safety course - **\$100.00**
- Apple Valley Gun Club - **\$25.00 plus \$100.00**
- Renewal license safety course - **\$25.00**

You may sign up for the safety course at the time of application for new license or renewal. Class size is limited; availability is on a first-come-first-serve basis.