

Kanawha County Sheriff's Department

License Application Instructions

WV Code 61-7-4 License to Carry Deadly Weapon



The Concealed Pistol/Revolver License Application may be obtained from the Kanawha County Sheriff's Department – Tax Division, Law Enforcement Division or Sheriff's Department offices located at Big Chimney, Cross Lanes, Chelyan, Sissonville or St. Albans.

Once the application is completed and notarized, it may be returned to any of the distribution locations in person with proper application fee, necessary firearms certification form and a copy of applicant's driver's license or its equivalent with photo. The seventy-five dollar (\$75.00) **Non-Refundable** application fee must be paid by cash, check or money order.

If paying by cash, payment must be made at the Kanawha County Sheriff's Tax Division at the Kanawha County Courthouse.

A certification of completion or an affidavit from a certified firearms 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 Department, it will be processed and available in 60 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 Department-Tax Department office located at the Courthouse. The license will only be released to the applicant, who **Must Show Proper Photo Identification**. An additional fee of Fifteen dollars (\$15.00) 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 Charleston newspapers on the following Monday after approval. Applicants will also be notified by mail as to approval. When filling out the application, the applicant should list a phone number so they can be contacted if a question arises and keep the process moving. If you determine that you need to modify the information contained on your application, you may do so by sending the corrected information in writing to the Kanawha County Sheriff's Department, Pistol Permit Processing, P.O. Box 75087, Charleston, WV 25375.

Thank You For Your Cooperation

A handwritten signature in black ink, appearing to read "M. Y. Rutherford".

Sheriff M. Y. Rutherford

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 returned to any of the distributing locations in person with the proper application fee.

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 Sheriff's 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 that you live in.

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 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. Photostatic copy of applicant's photo bearing identification card.
5. State Police fee of Fifteen (\$15) is to be paid by cash or money order at time of picking up license.

STATE OF WEST VIRGINIA 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 OF SUBMISSION: ____/____/____ APPLICATION TYPE Initial Renewal Honorably Discharged Law Enforcement Officer

A. APPLICANT'S NAME: _____
Last First Middle

B. ADDRESS: _____
Street City State Zip Code

C. D.O.B. ____/____/____ S.S.# _____ - _____ - _____ HT: ____ Ft. ____ In. WT: ____ RACE: ____ SEX: M F EYES: ____ HAIR: ____

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

E. I am a bona fide resident of _____ County, West Virginia and present the following original, valid West Virginia issued photo identification in support of this assertion (Photocopy of photo I.D. must be attached to application):

WV Driver's License # _____ WV Non-Driver's I.D.# _____ Other (Describe) _____

F. Answer each of the following questions by checking either YES or NO:

	YES	NO
1. Are you under 21 years of age?		
2. Are you addicted to alcohol, a controlled substance or a 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 involving a deadly weapon 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. Are you physically and mentally competent to carry a pistol/revolver?		
10. 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 or all of questions 1-8 listed above are answered YES, then a brief letter of explanation by the applicant must accompany this form.

G. I hereby authorize the Sheriff of _____ County, to conduct an investigation into information contained in this application.

H. 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, as amended.

Signature of Applicant X _____ Date ____/____/____

Subscribed and sworn before me, in said County and State, this
the _____ day of _____,

Notary Public

NOTARY PUBLIC USE ONLY

DATE APPLICATION RECEIVED: ____/____/____

RECEIVED BY: _____

SHERIFF'S DEPARTMENT USE ONLY

THIS BLOCK TO BE COMPLETED ONLY UPON APPROVAL OF APPLICATION BY SHERIFF

III Check YES NO

West Virginia Criminal Record Check YES NO

State Identification Number (SID) _____

I, _____, Sheriff
of _____ County, West Virginia
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.

Signature

_____/_____/_____
Approval Date

_____/_____/_____
Expiration Date

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.**
- 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 \$15.00 fee. The Sheriff will immediately forward to the State Police a certified copy of the approved application and will forward within thirty days the \$15.00 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 \$15.00 fee to the West Virginia State Police, the Sheriff must provide the name, date of birth and date of application approval for each \$15.00 fee remitted.