



# Concealed Carry Weapon License Application

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SANTA CRUZ COUNTY  
Sheriff-Coroner

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**Jim Hart**  
Sheriff-Coroner

## Concealed Weapon License Application Process

Reference: Sheriff's Office Policy 218

Phase One (to be completed by all applicants)

1. Applicant must be a **full-time** resident of Santa Cruz County
2. Complete and submit a Standard Application for License to Carry a Concealed Weapon (Cal DOJ form BOF4012). Initial every page of the document.
3. Submit three signed letters of character reference from individuals other than relatives.
4. Show good cause for the issuance of the license (Penal Code § 26150; Penal Code § 26155)
5. Submit proof of ownership and registration of each weapon to license for concealment.
6. Submit two recent passport size photos (2" x 2") of the applicant.
7. Complete Live Scan applicant fingerprinting for CCW application (DOJ fees paid by applicant).

Once the application package has been reviewed, the application will either be advanced to phase two or will be denied. In the event the application is denied, the applicant will be notified in writing.

Phase Two (to be completed only by those applicants successfully competing phase one)

1. Participate in personal history interview.
2. If directed: provide written evidence from a licensed physician that the applicant is not currently suffering from any medical condition that would make the individual unsuitable for carrying a concealed weapon. All costs paid by applicant.
3. Complete psychological testing, as directed, by an authorized psychologist used by the Sheriff's Office. The cost to the applicant may not exceed \$150.00.
4. Complete an 8-hour (minimum) course of training approved by the Sheriff's Office. The cost of training is paid by the applicant directly to the approved trainer.

Whether the application is approved or denied at the conclusion of phase two, the applicant will be notified in writing. If a license is issued, the applicant shall pay an Administrative fee payable to the County of Santa Cruz.