



# Concealed Carry Weapon License Checklist

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## Initial Application, Phase One

1. Full-time resident of Santa Cruz County. Proof of residency to include the following:
  - a. California Driver's License OR current active military ID and original state ID
  - b. County certified birth certificate or naturalization papers/certificate
  - c. Current utility bill in your name with service address (must be gas, water electric or trash)
2. Complete Standard Application for License to Carry a Concealed Weapon (Cal DOJ form BOF4012). Initial every page of the document.
3. Three signed letters of character reference from individuals other than relatives.
4. Proof of ownership and registration of each weapon to license for concealment.
5. Complete Pre-Background Interview Form
6. Complete Employment and Residence History Form
7. Check payable to the County of Santa Cruz in the amount of \$94.97\*
8. Complete Live Scan applicant fingerprinting for CCW application (DOJ fees paid by applicant)
9. Interview with Professional Standards and Conduct Sergeant

If approved applicant moved to phase two. If denied, the applicant will be notified in writing.

## Phase Two

10. Two recent passport size photos (2" x 2") of the applicant.
11. If necessary, medical doctor review
12. Psychological examination
13. CCW qualification course (8 hours) with all handguns applied for with approved instructor

\*As of 1/1/2023, the Carry Concealed Weapon (CCW) License fee is \$474.84. Twenty percent (20%) of the fee, \$94.97, must be paid when the application is submitted, this portion of the fee is non-refundable. At the conclusion of Phase Two, the applicant will be notified of the application outcome in writing. If approved, the applicant must pay the remaining CCW application fee balance, \$379.84, before the CCW license is issued.

## Renewal Application, Phase One

1. Full-time resident of Santa Cruz County. Proof of residency to include
  - a. Current utility bill in your name with service address (must be gas, water, electric or trash)
2. Complete Standard Application for License to Carry a Concealed Weapon (Cal DOJ form BOF4012). Initial every page of the document.
3. Three signed letters of character reference from individuals other than relatives.
4. Proof of ownership and registration of each weapon to license for concealment.

5. Interview with Professional Standards and Conduct Sergeant

If approved applicant moved to phase two. If denied, the applicant will be notified in writing.

**Phase Two**

6. Two recent passport size photos (2" x 2") of the applicant.
7. If necessary, medical doctor review
8. If necessary, psychological examination
9. CCW qualification course (8 hours) with all handguns applied for with approved instructor
10. Pay \$52 to CA DOJ (Bureau of Firearms – FLPS, PO Box 160367, Sacramento, CA 95816-0367)

If approved or denied at the conclusion of phase two, the applicant will be notified in writing. If approved, \$25 dollar processing fee (cash or check) made out to the County of Santa Cruz. A \$10 fee will be charged for modifications to a CCW license.