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Ingrid Braun
Sheriff-Coroner

MONO COUNTY SHERIFF'S OFFICE

Michael Moriarty
Undersheriff

**CCW License Application Request (Initial Permit)
Application Check List
Policy to Apply for a Mono County CCW Permit**

- Did you complete the entire application? Any incomplete application will not be accepted.
 - This includes a fully completed Section 7 – Investigators Interview Notes (pages 9-10)
 - Do not sign and date the Public Disclosure Admonition (page 3), Section 6 (page 8), and Section 8 (page 11) prior to your appointment.

- Did you provide any required explanations for “yes” answers?

- Are your firearms registered or, if not, did you register them through the Attorney General website?

- Do you have the required additional documents?
 - Proof of Mono County residency
 - Current driver license - *or* -
 - Voter Registration

 - DMV driving record printout

 - Certificate indicating completion of an approved CCW course of up to 16 hours.
 - Course must have been completed within 6 months of applying for a CCW

 - Written verification from a recognized firearms instructor that you can safely manipulate and fire each weapon listed on the application.

 - Request for Live Scan Service form
 - Complete middle section only
 - You will complete the Live Scan during your appointment

- Did you put the application pages in order?

- Do you have the required application fee of \$108?

- Did you make an appointment?

THE PROCESS:

- Complete the application and gather supporting documents
- Email to make an appointment
- Submit paperwork and complete Live Scan
 - It typically takes 90-120 days to receive your criminal background check from the Department of Justice.
 - Once that is received, the Sheriff's Office will review the completed application packet and determine whether good cause exists to grant or deny the license.
- You will be contacted:
 - if there are any issues
 - to make an appointment for a thumbprint and to pick up your license

IF THE SHERIFF ISSUES YOU A CCW LICENSE, THE FOLLOWING RESTRICTIONS APPLY:

- Your license will be valid only within the State of California.
- Your license will be subject to any and all reasonable restrictions or conditions the Sheriff deems warranted, including restrictions as to the time, place, manner, and circumstances under which you may carry the concealed firearm.
- Your license will be valid for a period not to exceed two (2) years from the date of issuance.
- You will notify the Sheriff's Office in writing within ten (10) days of any change of place of residency. If you move out of Mono County, your license will expire ninety (90) days after you move.

If you have any further questions, or to schedule your appointment, please contact me via email aweller@monosheriff.org. You can also visit our website at www.monosheriff.org for further information on the concealed weapons process.

Sincerely,

Amber Weller

Public Information Officer
Administrative Services Specialist
Mono County Sheriff's Office