

# VENTURA COUNTY SHERIFF'S OFFICE APPLICATION FOR A CONCEALED WEAPONS PERMIT

## GENERAL INSTRUCTIONS

### TO ALL CONCEALED WEAPONS PERMIT APPLICANTS:

1. Please read the entire application packet carefully before completing it.
2. Fill out all sections of the application, beginning with Section 1 of the application on page 3 (near the top of the page), and **including Section 7 on page 9.**
3. **IF THIS IS A FIRST TIME (NEW) APPLICATION, DO NOT SIGN ANY SIGNATURE PAGES UNTIL INSTRUCTED BY A SHERIFF'S OFFICE EMPLOYEE.**
4. **Starting July 1, 2017, applications will be accepted on Monday and Friday from 8:00AM-11:00AM and 12:30PM-3:30PM on a first come, first serve basis at the following location:**

Ventura County Sheriff's Office – CCW Unit  
1<sup>st</sup> Floor, Sheriff's Annex  
800 S. Victoria Ave.  
Ventura, CA 93009

### NEW AND RENEWAL APPLICATIONS

Initial application and renewal application fees will be due when the application is turned in. At the time when an initial application is submitted, the applicant will receive a list of live scan locations. The applicant will also have the option of contacting the Sheriff's Licensing Unit to make an appointment for live scan at the Sheriff's Annex.

5. When your application is accepted for processing, it will be necessary for you to be fingerprinted and pay the necessary fees before the application process can continue. **DO NOT SEND ANY FEES. YOU WILL MAKE YOUR FIRST FEE PAYMENT AT THE APPLICATION IS SUBMITTED.**
6. A personal interview will be required for all **NEW** applicants. Renewal applicants may be interviewed by telephone at the investigator's discretion. After your application has been received, an investigator will contact you to schedule an interview appointment. A determination to "Accept" or "Reject" the application for processing will be made after the initial interview by an investigator and the subsequent background check. All applicants will be notified of the results either by phone or by mail.

7. After you receive a letter of confirmation of your permit approval, it will be necessary to schedule an appointment with Sheriff's Concealed Weapons Unit to pick up your C.C.W. permit/I.D. card. Please call (805) 654-2371, option 1 to make this appointment within 90 days of the date of the letter of confirmation.
8. At the time of fingerprinting, please bring U.S. Currency, OR one (1) check / money order (made out to VENTURA COUNTY SHERIFF'S OFFICE), or debit/credit card for the amount due. **THERE IS A 3.5% NON-REFUNDABLE FEE FOR USING A DEBIT/CREDIT CARD.**
9. There will be a \$10.00 fee to amend or replace any existing permit. As of August 1, 2017 we are no longer doing weapon amendments. Should you wish to add a weapon to your permit, you will have to wait until you renew your CCW license.

**IMPORTANT INFORMATION-PLEASE READ**

**You, the applicant, must own a firearm that is properly registered with the California Department of Justice PRIOR TO submitting an application. Only properly registered firearms that are registered to the applicant may be submitted with this application.**

**You may only register up to five handguns for this permit application.**

**You must possess and present a California Driver's License with your current address where you reside, and/or accompanied by the proper change of address card.**

**ANY MISREPRESENTATIONS, FALSEHOODS, OR DECEPTION STATED IN THIS APPLICATION, OR DURING THE INVESTIGATOR INTERVIEW, MAY SUBJECT THE APPLICANT TO A CRIMINAL FELONY OR MISDEMEANOR COMPLAINT FILED WITH THE VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE.**

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**APPLICANT SIGNATURE**

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**DATE**

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**APPLICANT E-MAIL**