



Alamance County Sheriff's Office

Concealed Handgun Permit Application Packet

Please read each document carefully and thoroughly – **especially this one!** This document is specifically for **concealed handgun permits**, **both new** applications and **renewal** applications.

Following these guidelines ensures that all applicants receive their permits **as soon as possible**; absent these guidelines, it would take us longer to process applications and, consequently, increase labor costs as well. Every little bit adds up, so we've attempted to streamline the process as much as possible.

The Sheriff's Office does **not** make copies and does **not** notarize forms. Typically, your bank that you have a checking account with will notarize documents for you, for free. Occasionally, the sheriff's office does have a notary available and they **may** be willing to notarize for you, for the standard notary fee. This is not guaranteed, and they would be providing this service to you on their own accord.

If you do not have your paperwork in order, **you will be turned away**.

The **non-refundable permit fee** must be paid in cash or with a debit or credit card. It is **absolutely non-refundable**: that is, even if you are **denied**, or if your permit expires, you **do not get your money back**. The fee is statutorily enacted in an effort to compensate both the sheriff and the state, directly and immediately for the efforts expended in processing applications.

Concealed handgun permits must be renewed every **five (5) years**. At least 45 days before expiration, a reminder letter will be sent to the address that we **have on file** for you. Statutorily, we cannot accept renewal applications any sooner than **90 days** before expiration. If you do not submit a renewal application before expiration, we are **required** to treat your application like a new one, in that you will be charged the new application fee and you will have to be re-fingerprinted.

If you **change addresses**, you are **legally required** to notify the sheriff's office of your new address. If that address is outside of Alamance County, we will

send your paperwork to the appropriate county – and **when you renew your permit**, you will do so at the **county where you now live**.

The new application fee for a concealed handgun permit is **\$90.00**. The renewal application fee is **\$75.00**. If the permit fee is paid with cash, the applicant **must have exact change**.

A concealed handgun permit is required to **carry a pistol concealed on/about your person in public**. The permitting process serves a method to ensure that you are not an individual forbidden from possessing a pistol.

As an added benefit of being an **active holder of a concealed handgun permit**, you are **not** required to obtain a pistol purchase permit in order to **purchase a pistol**, as the concealed handgun permit serves as proof that you are not an individual prohibited from purchasing said pistol.

A permit is **not** required to possess a pistol, or any other firearm for that matter, **unless** you are carrying a pistol concealed on your person while in public. Again, this particular permitting process is **simply so that you can carry a concealed handgun while in public**.

The concealed handgun permit process is **not** the same as firearms registration; there is no firearms registration process for the State of North Carolina. And, as such, there is no “database” for us to check your firearms or anything else of the sort.

In order to obtain either a concealed handgun permit or a pistol purchase permit, you **must be a citizen** of the United States **or** have been **lawfully admitted for permanent residence**.

All of the items listed in subsequent pages are **required**, **must be as complete as possible**, and **must be legible**.

Please return completed applications to the Sheriff’s Office **main lobby**. Excluding holidays, the main lobby is open **Monday** through **Friday** between the hours of **8:00AM** and **5:00PM**.

Required Items

1. Application for Concealed Handgun Permit

Consists of two (2) pages, possibly printed front and back on one sheet of paper, or printed on two separate sheets of paper.

This document must be completed, signed, and notarized.

Although the format of the document may appear to indicate that the signature and notarization is only required when applying for an emergency or renewal permit, please note that **the signature and notarization applies to both pages** and is thus **required**.

2. Release of Physical and Mental Health, Substance Abuse and Confidential Court Records for Concealed Handgun Permit

This document must be completed, signed, and notarized.

There are specific providers that we send this form to; thus, **there is no need to list any of your personal doctors, etc.**, so you should **leave the middle section blank**.

3. **Original** Certificate of Completion from approved Firearms Safety and Training Course.

Note: We are required to keep the **original certificate** (not a copy).

4. Photocopy of applicant's North Carolina Driver's License or North Carolina Identification Card

The address listed on the license or card must be the applicant's valid residential address.

Note: the sheriff's office does not make copies.

5. **Photocopy of applicant's Social Security Card**
6. **Photocopy of either the applicant's Voter Registration Card or an official government-issued tax statement**

The document must display both the applicant's name and address.

A North Carolina vehicle registration card will suffice.

7. **Non-refundable payment for the appropriate fee**

The new application fee is \$90.00 and the renewal application fee is \$75.00

Additional Items

1. **If you were not born in the United States (or an applicable outlying possession of it), or if you are otherwise not a citizen of the United States, you must provide documentation certifying your citizenship or permanent residency status. Acceptable documentation includes but is not necessarily limited to:**

- Certified **Birth Certificate**
- **U.S. Passport** issued by the U.S. Department of State
- **Certificate of Citizenship**
- **Naturalization Certificate**
- **Permanent Resident Card** ("Green Card")

STATE OF NORTH CAROLINA

APPLICATION FOR CONCEALED HANDGUN PERMIT

Name of Applicant (Last, First, Middle, Maiden) ▶ Attach listing of all previous addresses and all name changes including location and court file number (If Applicable)

- NEW PERMIT RENEWAL PERMIT
 DUPLICATE EMERGENCY TEMPORARY PERMIT

G. S. 14-415.10 et seq.

Street Address			Date of Birth		Social Security Number ▶ See Notification on page 3	
City	State	Zip Code	Driver's License Number (State ID Number if no driver's license)			State
Mailing Address			Military Status <input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> N/A		Race ▶ See below for code	Sex
Telephone Number	County of Residence		Eyes	Height	Weight	Other Physical Description

▶ RACE CODES: **A**-Asian or Pacific Islander, **B**-Black, **I**-American Indian or Alaskan Native, **U**-Unknown, **W**-White

APPLICATION

I, the undersigned applicant, being duly sworn, hereby make application for a North Carolina Concealed Handgun Permit and state that the following information is correct to the best of my knowledge.

(Check Appropriate Boxes)

1. Are you a citizen of the United States? (1) Yes No
 * **If No:** Have you been lawfully admitted for permanent residence? * Yes No
 ▶ **If Yes,** attach documentation
2. Are you 21 years of age or older? (2) Yes No
3. Have you been a resident of North Carolina for 30 days or longer immediately preceding the date of this application? (3) Yes No
4. Do you suffer from a physical or mental infirmity that prevents the safe handling of a handgun? (4) Yes No
5. Have you successfully completed an approved firearms safety and training course which involved the actual firing of handguns and instruction in the laws of North Carolina governing the carrying of a concealed handgun and the use of deadly force? ▶ **If Yes,** attach documentation (5) Yes No
 * **If No:** Do you meet any of the exceptions in N.C.G.S. § 14-415.12A? * Yes No
 ▶ **If Yes,** attach documentation
6. Are you ineligible to own, possess, or receive a firearm under the provisions of State or federal law? (6) Yes No
7. Are you under indictment or has a finding of probable cause been entered against you for a pending felony charge? (7) Yes No
8. Have you been adjudicated guilty in any court of a felony? (8) Yes* No
 * **If Yes:** Have your firearm rights been restored pursuant to N.C.G.S. § 14-415.4? * Yes No
 ▶ **If Yes,** attach documentation
9. Are you a fugitive from justice? (9) Yes No
10. Are you an unlawful user of (or addicted to) marijuana, alcohol, or any depressant, stimulant, or narcotic drug, or any other controlled substance as defined in 21 U.S.C. § 802? (10) Yes No
11. Are you currently or have you been previously adjudicated or administratively determined to be lacking mental capacity or mentally ill? (11) Yes No
12. Have you been discharged from the U.S. Armed Forces under conditions other than honorable? (12) Yes No
13. Have you been adjudicated guilty of, or received a prayer for judgment continued for, or received a suspended sentence for, one or more crimes of violence constituting a misdemeanor, including but not limited to, a violation of the disqualifying criminal offenses listed on page 3 of this form? ▶ See "List of Disqualifying Criminal Offenses" on page 3 (13) Yes No
14. Have you had an entry of prayer for judgment continued for a criminal offense which would disqualify you from obtaining a handgun permit? (14) Yes No
15. Are you free on bond or personal recognizance pending trial, appeal, or sentencing for a crime which would disqualify you from obtaining a concealed handgun permit? (15) Yes No
16. Have you been convicted of an impaired driving offense under N.C. G.S. § 20-138.1, 20-138.2, or 20-138.3 within three years prior to the date of this application? (16) Yes No

I hereby apply for a Temporary Emergency Permit for a nonrenewable period of up to 45 days based upon the information set forth below. I reasonably believe that an emergency situation exists which may constitute a risk of safety to me, my family, or my property.

State Grounds for Temporary Emergency Permit (Use attachment if necessary)

(To be completed for RENEWALS only) – I currently hold a valid Concealed Handgun Permit issued by the Alamance County Sheriff's Office. I hereby affirm that I remain qualified to receive and possess this Concealed Handgun Permit pursuant to the criteria set forth in Article 54B of Chapter 14 of the NC General Statutes and the criteria outlined in this application.

SWORN TO AND SUBSCRIBED TO BEFORE ME		Date
Date	Signature of Person Authorized to Administer Oaths	Signature of Applicant
Title	CAUTION Federal law and State law on the possession of handguns and firearms may differ. If you are prohibited by federal law from possessing a handgun or a firearm, you may be prosecuted in federal court. A State permit is not a defense to a federal prosecution.	
Date Commission Expires _____		
SEAL		

SHERIFF USE ONLY

Check List — check applicable boxes:

- | | |
|--|---|
| 1. Nonrefundable Permit Fee Paid <input type="checkbox"/> | 8. Date Issued Temporary Permit _____ |
| 2. One Full Set of Fingerprints Administered by the Sheriff's Office <input type="checkbox"/> | 9. Date Denied Temporary Permit _____ |
| 3. Original Certificate of Completion of Approved Firearms Safety & Training Course <input type="checkbox"/> | 10. Date Issued Permit _____
Permit Number _____ |
| 4. Renewal–Waiver of Application Firearm Safety & Training Course ... <input type="checkbox"/> | 11. Date Denied Permit _____ |
| 5. Attachment(s) (Specify) _____ <input type="checkbox"/> | 12. Date Submitted to SBI _____ |
| 6. Temporary Documentation <input type="checkbox"/> | 13. NICS Transaction Number (NTN) _____ |
| 7. Other (Specify) _____ <input type="checkbox"/> | |

Signature of Sheriff: _____

Original – Sheriff / Copy – Applicant

LIST OF DISQUALIFYING CRIMINAL OFFENSES

► **NOTE: Effective July 1, 2015 for all CHP applications – an applicant who has been found guilty of or received a prayer for judgment continued or a suspended sentence for one of the offenses listed in 1-20, AND THREE YEARS HAS PASSED PRIOR TO SUBMITTING THE APPLICATION, can receive a Concealed Handgun Permit.**

1. Simple assault N.C.G.S. § 14-33(a)
2. Violation of court orders N.C.G.S. § 14-226.1
3. Furnishing poison, controlled substances, deadly weapons, cartridges, ammunition, or alcoholic beverages to inmates of charitable, mental or penal institutions, or local confinement facilities N.C.G.S. § 14-258.1
4. Carrying weapons on campus or other educational property N.C.G.S. § 14-269.2
5. Carrying weapons into assemblies and establishments where alcoholic beverages are sold and/or consumed N.C.G.S. § 14-269.3
6. Carry weapons on State property and courthouses N.C.G.S. § 14-269.4
7. Possession and/or sale of spring-loaded projectile knives N.C.G.S. § 14-269.6
8. Impersonation of a law enforcement officer or other public officer N.C.G.S. § 14-277
9. Communicating threats N.C.G.S. § 14-277.1
10. Carry weapons at parades and other public gatherings N.C.G.S. § 14-277.2
11. Exploding dynamite cartridges and/or bombs (except fireworks violations under N.C.G.S. § 14-414) N.C.G.S. § 14-283
12. Rioting and inciting a riot N.C.G.S. § 14-288.2
13. Fighting or conduct creating the threat of imminent fighting or other violence N.C.G.S. § 14-288.4(a)(1)
14. Looting and trespassing during an emergency N.C.G.S. § 14-288.6
15. Assault on emergency personnel N.C.G.S. § 14-288.9
16. Violations of City state of emergency ordinances N.C.G.S. § 14-288.12
17. Violations of County state of emergency ordinances N.C.G.S. § 14-288.13
18. Violations of State of emergency ordinances N.C.G.S. § 14-288.14
19. Violations of the standards for carrying a concealed weapon N.C.G.S. § 14-415.21(b)
20. Misrepresentation on certification of qualified retired law enforcement officers N.C.G.S. § 14-415.26(d)

► **NOTE: Offenses listed in 21-32 are permanent disqualifiers for a Concealed Handgun Permit.**

21. Assault inflicting serious injury or using deadly force N.C.G.S. § 14-33(c)(1)
22. Assault on a female N.C.G.S. § 14-33(c)(2)
23. Assault on a child under the age of 12 N.C.G.S. § 14-33(c)(3)
24. Assault inflicting serious injury or using a deadly weapon on a person in a personal relationship and in the presence of a minor N.C.G.S. § 14-33(d)
25. Stalking N.C.G.S. § 14-277.3A
26. Child abuse N.C.G.S. § 14-318.2
27. Domestic criminal trespass N.C.G.S. § 14-134.3
28. Domestic violence protective order violations N.C.G.S. § 50B-4.1
29. Stalking Former N.C.G.S. § 14-277.3
30. Any person convicted of a “misdemeanor crime of domestic violence” as defined in federal law at 18 USC 922(g)(8).
31. Any crimes involving assault or a threat to assault a law enforcement officer, probation or parole officer, person employed at a State or local detention facility, firefighter, emergency medical technician, medical responder, or emergency department personnel.
32. Misdemeanor crimes that involve violence (other than the misdemeanors listed in items 1-20).
33. Misdemeanor crimes under Article 8 of Chapter 14 (other than the misdemeanors listed in items 1-20).

► **SOCIAL SECURITY NUMBER:** The disclosure of your social security number as a part of this Concealed Handgun Permit application is voluntary. The purpose of requesting the social security number is to assist in your identification and to help distinguish you from other persons with similar names. No Concealed Handgun Permit will be denied for failure to **disclose** a social security number.

STATE OF NORTH CAROLINA

_____ County

RELEASE OF PHYSICAL AND MENTAL HEALTH, SUBSTANCE ABUSE AND CONFIDENTIAL COURT RECORDS FOR CONCEALED HANDGUN PERMIT

G.S. 14-415.13(a)(5)

Name And Address Of Applicant

Date Of Birth

Social Security No.

State Drivers License No. (State Identification No. if no Drivers License)

State

I hereby authorize and require any and all doctors, hospitals or other providers who have ever provided physical or mental health or substance abuse treatment or care to me, including without limitation the providers named below, to release to the sheriff of the above named county any and all records concerning my physical capacity, mental health, mental capacity or substance abuse that the sheriff may reasonably request in connection with my application for a concealed handgun permit. The purpose of the release is to enable the sheriff to determine my qualification and competence to handle a handgun. I understand that alcohol and substance abuse information is protected by federal regulations and that other confidential records such as psychiatric information may be protected by North Carolina statute. Accordingly, I specifically authorize the release of any and all alcohol, substance abuse and psychiatric information that may be documented in my records.

I understand that further disclosure or redisclosure by the sheriff of any information disclosed to the sheriff pursuant to this Release is prohibited without my further written consent unless otherwise provided for by state or federal law. I understand that I may revoke this authorization at any time except to the extent that action has already been taken in reliance on this Release. Even without my express revocation, this Release will expire upon the satisfaction of the request or one year from the date below, whichever occurs first.

Name Of Provider

Address Of Provider

There is no need to input anything here; this form is sent to predetermined locations.

I also request and authorize any and all clerks of superior court of North Carolina to inform the sheriff of this County whether or not the clerk's records contain the record of any involuntary commitment proceeding under Article 5 of Chapter 122C of the General Statutes in which I have been named as a respondent and, if so, to reveal to the sheriff any confidential information in the court files or records of each such proceeding that the sheriff may reasonably require in order to determine whether or not to issue a concealed handgun permit to me. This Release may be treated as a motion in the cause within the meaning of G.S. 122C-54(d) and a clerk may reveal information to the sheriff pursuant to any specific or standing order entered in response to or anticipation of this motion.

I authorize the sheriff to photocopy this Release after I sign it, and I authorize any provider to whom a photocopy of this Release is presented to rely on the photocopy as being as effective as the original.

NOTE: Pursuant to G.S. 14-415.15(a), no person, company, mental health provider, or governmental entity may charge additional fees to the applicant for a concealed handgun permit for a background check under that subsection.

SWORN/AFFIRMED AND SUBSCRIBED TO BEFORE ME

Date

Date

Signature Of Person Authorized To Administer Oaths

Signature Of Applicant

Title

Date Commission Expires

SEAL