



RICHARD L. WARREN, JR.  
Sheriff/Coroner  
Director O.E.S.

## GLENN COUNTY SHERIFF'S OFFICE

Sheriff, Coroner, Civil Process, Office of Emergency Services, Animal Control  
*"Commitment to Service Dedication to Community"*

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TODD A. JAMES  
Undersheriff  
Deputy Director O.E.S.

### APPLICATION AND TESTING PROCEDURES

FOR

CONCEALED WEAPONS PERMIT

January 2015

#### 1. Fees

Initial Application:

There is a non-refundable fee of \$117.00, payable at the time you make initial application. An additional fee of \$48.00 will be collected at the time the permit is issued for a total of \$165.00

Renewals:

\$70.00

#### 2. Application

The Standard Initial and Renewal Application for License to Carry a Concealed Weapon can be picked up at the front lobby of the Sheriff's Office.

Applications will be accepted from 8:30 am to 4:30 pm Monday through Friday at the front lobby of the Sheriff's office, 543 West Oak Street, Willows.

The application should be completely filled out, **including section 7**, the investigator's interview notes. Please review the FIREARMS PROHIBITING CATORIES attached to the Standard Application for CCW prior to completing your application.

An appointment for fingerprints (Live scan) should be made at the time of, or before the application is turned into the sheriff's Office. The live scan will be conducted at the Glenn County jail facility, 141 South Lassen Street, Willows. **To schedule an appointment for a live scan call 530-934-6679.** Live scans will be conducted Mondays and Fridays from 8:00 am to 11:30 am. Wait time for appointments may be up to 14 days. Allow 30 minutes for the live scan. **Application fees must be paid prior to live scan.**

Live scan paperwork will be supplied by, and must be completed by the live scan operator at the time of the live scan.

**Department of Justice live scan processing takes 4 to 8 weeks to complete and return the results to the Sheriff Office.** The applicant will be contacted by the Glenn County Sheriff's Office when the live scan results are returned and issuance of permit is approved or denied by the Department of Justice.

**Other items required of initial applicants:**

Provide two (2) recent color photos of yourself. Colored copies of your driver license photo will be accepted. Approximate size of colored photos should be 2"x 2".

Three signed character reference letters.

### 3. Age Requirement

Applicant must be at least 21 years of age before the Glenn County Sheriff's Office will issue a CCW permit.

### 4. Proof of residency

One must be a resident of Glenn County to obtain a CCW permit from Glenn County Sheriff's Office.

You must show proof of California residency, such as a utility bill, residential lease, property deed, or government-issued identification ie. DMV-issued identification.

Physical residence address will be confirmed during background process.

## 5. Testing Requirements (26160 PC)

### Original applicants

Applicant may seek training prior to receiving notification by the Glenn County Sheriff's Office that the issuance of a permit is granted. **However, training is not a requirement of the Glenn County Sheriff's Office until notice of application approval is provided to the applicant (26165 d pc).** If the application is denied, the provider is **not** required to refund the cost for the training class.

**All applicants must** complete a four (4) hour course on firearms safety and the law regarding the permissible use of a firearm. Per 26165 PC

This course **must** be given by an approved CCW instructor/provider of Glenn County Sheriff's Office. The CCW instructor/provider must provide applicant with written/signed verification of above prescribed course.

The verification of class will be valid for up to six months.

**A qualification is not required for the handguns to be placed on the permit by the Glenn County Sheriff's Office.** However, the CCW instructor/provider may require a qualification with your handguns as part of their training class.

**Glenn County Sheriff's Office does not require a target be turned in.**

No written test is required by Glenn County Sheriff's Department. However, provider may require a written test as part of their training class.

NOTE: The four (4) hour course on firearms safety and the law regarding the permissible use of a firearm is the minimum training required by the Glenn County Sheriff's Office for obtaining a CCW permit. Individual providers may require more hours of training and a qualification with the handgun/s one wishes to list on the permit. As private business owners they have that option and the Glenn County Sheriff's Office will not restrict the CCW providers in this area. Please select a course that will provide sufficient training for ability level.

See attached provider list.

For initial permits applicants are required to have a personal interview with the Sheriff or authorized designee.

## 6. Number of handguns allowed on Permit

4 handguns will be permitted in the cost of the permit. Additional handgun (s) will be allowed for an additional modification fee.

If the handgun is going to be concealed it must be registered to the carrier (25400 (f) PC).

## 7. Equipment

All handguns and associated safety equipment should be in good mechanical condition and free of defects. Handguns should **not** be modified. **This is the responsibility of the applicant.** Any equipment in question should be inspected by a firearms professional/gunsmith for verification at the applicants' expense.

Ammunition is the choice of the applicant. It is recommended ammunition be from a reputable manufacture.

Night sights, gun mounted lasers and flashlights are permitted.

## 8. Adding or changing a handgun

CCW permit holder may add or delete a handgun at any time during the two (2) years the permit is valid by visiting the Sheriff's Office and requesting a modification in their permit. The modification will require a new permit be prepared by staff. The new permit will not renew the expiration date of the existing permit. Modification cost \$10.00. Allow 30 minutes for paperwork processing. Call 530-934-6441 for an appointment.

## 9. Renewing CCW Permits

Civilian CCW permits must be renewed every two (2) years. It is the responsibility of the holder to renew their CCW in a timely manner.

If your permit is expired, you **cannot** generally legally carry your handgun loaded or concealed.

New applications are not required. However, an update may be required.

If you have had a Glenn County Sheriff's CCW permit in the past and allowed it to expire contact the number provided below for information.

Live scans are not required for renewal of a CCW permit

Renewals **must** attend a four hour training class as stated in section 5 of this handout.

**Please provide two (2) recent color photos of yourself. Colored copies of your driver license photo will be accepted. Approximate size of colored photos should be 2"x2".**

The Glenn County Sheriff's Office "License to carry a firearm" policy (218) is available at the Sheriff's Office front lobby.

For questions, please contact Dan Azevedo for Sharon O'Quin at the Glenn County Sheriff's Office 530-934-6354.