

IMPERIAL COUNTY SHERIFF'S OFFICE
CARRYING CONCEALED WEAPON
REQUIREMENTS FOR INITIAL APPLICATIONS

APPLICANT MUST BE A RESIDENT OF THE IMPERIAL COUNTY

CCW INITIAL APPLICATION PROCESS

The application process for a license to obtain a "Carry a Concealed Weapon" consists of two phases. Upon successful completion of each phase, the applicant will advance to the next phase until the process is complete and the CCW License is either issued or denied. The application must be submitted to the Imperial County Sheriff's Office-Records Division, by the applicant with the following information listed below.

CCW APPLICATIONS WILL NOT BE ACCEPTED IF THE APPLICATION IS INCOMPLETE.

The following are Department of Justice (DOJ) Fees and Imperial County Sheriff's Office (ICSO) Administrative Fees. *All fees are subject to change.* The below mentioned fees **DO NOT INCLUDE THE DOJ FIREARMS SAFETY COURSE.**

90-Day Employment CCW		Two-Year Resident CCW	
DOJ Fingerprint Processing	\$32.00	DOJ Fingerprint Processing	\$32.00
FBI Fingerprint Processing	\$17.00	FBI Fingerprint Processing	\$17.00
Initial Firearms Eligibility Check	\$22.00	Initial Firearms Eligibility Check	\$22.00
ICSO Administrative Costs	\$58.18	Annual Firearms Eligibility Check	\$22.00
		ICSO Administrative Costs	\$58.18
Total	\$129.18	Total	\$151.18

PHASE ONE

1. Read the information on page 1 thru 3 "Requirements for Initial Applications" and the "California Department of Justice Standards for License to Carry a Concealed Weapon" (CCW) application.
2. Submit the completed application to the Imperial County Sheriff's Office, Records Division located at 328 Applestill Road, El Centro CA. Section 7 "Investigator's Notes" must also be completed. Please provide details of reason for applicant desiring a CCW license in the last section before submitting application to the ICSO Office. **DO NOT SIGN ANY PORTION OF THIS FORM. SIGNATURE MUST BE WITNESSED by ICSO's Records Division personnel receiving the CCW application.**
3. The following documents must be attached to completed CCW application:
 - One (1) Character Reference Letter must be obtained from an active Peace Officer who resides and works within the Imperial County (California Highway Patrol, Imperial County Sheriff's Office Deputy, Imperial County District Attorney Investigator and Police Officers ONLY. **Reference letters are not accepted from: U.S. Customs, U.S. Border Patrol or California Department of Corrections.**
 - Two (2) Character reference letters from individuals, other than relatives, who reside in the Imperial County.

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- Valid California Driver's License or valid California Identification issued by the Department of Motor Vehicles.
 - Concealed Weapon License Renewal Up-Date Information Form.
4. Firearms listed on Section 3 of the CCW application (limit of three) must be presented to the ICSO's Records Division personnel receiving the completed application. Serial numbers will be verified to confirm the firearms are registered to the applicant (Penal Code 25850). **All firearms must be unloaded (no magazines inserted) and secured with a gun lock cable or have a chamber safety flag inserted** (revolvers must be secured with a gun lock cable). Any firearms presented without a safety device on, firearm will not be added to the application list **NO EXCEPTIONS. Do not bring any ammunition as it is not required for inspection.**
 5. Upon receipt of your completed CCW Application an ICSO administrative fee of \$11.64 will be collected. Payment may be made in the form of Cash, Money Order, Cashier's Check or Personal Check. If the applicant is paying with cash, the amount presented must be exact. Money Orders, Cashier's Check or Personal checks must be made payable to: Imperial County Sheriff's Office. All fees are subject to change.
 6. CCW Application will be submitted to Sheriff's designee for pre-approval.

PHASE TWO

Applicants must be able to demonstrate **good cause** exists (refer to Section 7) for the issuance of a CCW License. The applicant will be contacted to schedule an appointment with the Sheriff's designee for an interview.

1. Upon completion of applicant's interview the CCW application will be pre-approved or denied. If the CCW application is pre-approved by the Sheriff's designee the applicant will be contacted to schedule an appointment to be fingerprinted. If the CCW application is denied by the Sheriff's designee a letter will be mailed to the applicant.
2. The following must be presented at time of fingerprint appointment.
 - Valid California Driver's License or valid California Identification issued by the Department of Motor Vehicles.
 - Payment of a non-refundable fee of \$93.00 for DOJ, FBI and Firearm clearance background check. Payment may be made in the form of Cash, Money Order or Cashier's Check. If the applicant is paying with cash, the amount presented must be exact. Money Orders or Cashier's Check must be made payable to: Imperial County Sheriff's Office.
3. The CCW application will be forwarded to the Sheriff for final approval upon receipt of DOJ, FBI and Firearm clearance.
4. The applicant will be notified when the Sheriff has approved the CCW application.

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5. The applicant must complete the following before the CCW License can be issued:
- Schedule an appointment with a qualified DOJ Firearm Safety Course Instructor (approved by the Sheriff). Qualified instructors are listed below.
 - Successfully complete the state-mandated firearms safety course.
 - Applicant must qualify with the firearms listed on the CCW application.
 - Submit a FIREARMS SAFETY COURSE CERTIFICATION certificate to the Imperial County Sheriff's Office, Records Division.
6. The following are Firearms Safety Course Instructors approved by the Sheriff. The applicant may select one of the following instructors to complete the state-mandated firearms safety course. The applicant will need to contact the instructor to set up an appointment. The fees listed below are set by the instructors and **therefore the Imperial County Sheriff's Office is not responsible for any fees charged by the instructor.**

****NOTE: FEES LISTED BELOW ARE FOR THE CCW FIREARMS SAFETY COURSE ONLY****

❖ **Donald L. Wharton**

(760)427-3244

CCW Initial (8 Hour Class): \$140.00

CCW Renewal (4 Hour Class): \$100.00

❖ **Robert R. Boas**

(760)791-0698

CCW Initial (8 Hour Class): \$ 200.00 (range fees included)

CCW Renewal (4 Hour Class): \$ 100.00 (range fees included)

Note: These prices reflect "One on One" individual classes. Please call for "Group" rates.

❖ **James H. Murphy Jr**

Cell: (619) 988-5279 Office: (619)267-3404. www.ppft.info

CCW Initial (8 Hour Class): \$ 160.00

CCW Renewal (4 Hour Class): \$ 80.00

7. The applicant will be notified when the CCW License is ready for issuance and may be picked up from the Imperial County Sheriff's Office, Records Division. An Imperial County Sheriff's Office administration fee of \$46.54 will be collected at the time of issuance. Payment may be made in the form of Cash, Money Order, Cashier's Check or Personal Check. If the applicant is paying with cash, the amount presented must be exact. Money Orders, Cashier's Check or Personal checks must be made payable to: Imperial County Sheriff's Office.

******All fees are subject to change******