



## CALDWELL COUNTY SHERIFF'S OFFICE

**\*\* SHERIFF KEVIN H BEAN \*\***

2351 MORGANTON BLVD. SW \* LENOIR, NC 28645

PHONE: 828-758-2324 \* FAX: 828-757-8685

### CONCEALED HANDGUN PERMITS

#### Hours of Operation:

- New Applicants: 9:00am-4:00pm Tuesday, Wednesday, Thursday
- Renewal Applicants: 9:00am-4:00pm Monday - Friday
- Duplicate & Address Changes: 9:00am-4:00pm Monday-Friday

#### At the time of submitting the application, the applicant must:

- Be 21 years of age or older
- Be a United States citizen or lawful permanent resident alien.
- Be a resident of North Carolina for 30 days preceding the filing of the application
- Be a resident of Caldwell County
- Not suffer from a physical or mental infirmity that would prevent the safe handling of a handgun
- Not have any of the prohibitions listed in N.C.G.S. 14-415.12(b) or Title 18, United States Code (U.S.C.), 922

#### At the time of application, the applicant must present:

- The original certificate of completion from a certified course adopted by the Criminal Justice Education Training Standards Commission (919-661-5980). Note: A certificate is not required for renewals.
- Valid photographic identification and proof of residence (NC Driver's License or ID card displaying your current residential address).
- Military personnel must bring form DD-214 (discharged).
- Naturalized citizens must bring your Naturalization Certificate or a valid U.S. Passport
- U.S. citizens born outside of the U.S.A. to U.S. parent(s) must bring your documentation from the Department of State (Consular Report of Birth Abroad, Certificate of Citizenship, or Certification of Report of Birth)
- Lawful permanent resident aliens must bring a valid US Permanent Resident Card (USCIS I-551)
- The application must be printed after completing the on-line application and brought with you to the Caldwell County Sheriff's Office.

## Fees: We accept, Cash, Check, Visa, Mastercard

- Initial Application Fee: \$90
- Renewal Fee: \$75
- Duplicate Fee: \$15.

Applicable fee per permit (Cash, Credit or Debit), Non-refundable.

## To begin the application process for a concealed handgun permit you may complete the application online:

- Fill out the application here <https://caldwellso.permitium.com/ccw/start> (this site does charge a service fee)
- Once you complete the online process you may report to the Sheriff's Office at your convenience, and the respected time, to submit your application.

**A printable application is also available online at:** On our website, to print and fill in by hand. Once you fill out the application, report to the Sheriff's Office at your convenience, and the respected time above to submit the application and pay the applicable fees. <https://www.caldwellcountync.org/department-documents/24?type=&keywords=&page=1>

## Fingerprints

Once you have submitted your Concealed Handgun Permit application in person, Caldwell County Sheriff's Office personnel will obtain a set of fingerprints. Fingerprint fee is included with CHP Fee.

*\*Note: Fingerprints may be required when renewing your permit.*

## Fingerprint Hours at Caldwell County Sheriff's Office:

Monday- Friday 9:00am – 4:00pm (regular background check prints)

## Fee for Fingerprints:

Caldwell County Residents: \$7

Out of County Residents: \$15

## Change-of-address procedure for Concealed Handgun Permits issued in Caldwell County:

- If you are moving out of Caldwell County, DO NOT go to a Sheriff's Office until you have personally appeared in Caldwell County and completed the above-mentioned change-of-address process. The Sheriff's Office in the county to which you have moved cannot make any changes until Caldwell County releases your records.
- You MUST present a NC Driver's License or ID card displaying the new residential address.

- Any time you have a change of residence, you must appear in person to complete a change-of-address form. At that point, you will be given a change of address card, which indicates that you have made notification of your address change. You must carry this card in addition to your current concealed handgun permit.

***\*\*For additional information, please call 828-754-1518.***

If your concealed handgun permit request is denied you will be notified:

- In writing, within (45) days, as to why it was denied.

What do I do if my concealed handgun permit is denied?

- You may appeal the decision to the Chief District Court Judge of Caldwell County

How do I appeal?

- North Carolina General Statute 14-415.15(c) provides that when an individual has been denied a concealed handgun permit or had a concealed handgun permit revoked or a nonrenewal of a concealed handgun permit by the Sheriff, the individual has the right to appeal the denial / revocation / nonrenewal.
  - The individual may appeal the decision by submitting a written or typed petition (statement) to a District Court Judge setting forth the reasons for appeal.
  - The petition along with a copy of the Sheriff's notice of denial / revocation / nonrenewal must be submitted with a filing fee of \$200.00 Dollars (personal checks will not be accepted), to the Clerk of Superior Court, Civil Division, Caldwell County Courthouse.
  - Generally, appeals of a denial/revocation/nonrenewal of concealed handgun permits are considered by a District Court Judge. The determination by the court, on appeal shall be upon the facts, the law, and the reasonableness of the Sheriff's refusal. The determination by the court is final. The District Court Judge will notify the individual of his/her decision.

***\*\* It is your responsibility to know the NC Firearms Laws. \*\****

Questions call:

- 828-754-1518