



Policy 207 - License to Carry a Firearm

Schedule A

INITIAL APPLICATION INSTRUCTIONS – READ CAREFULLY

STEP 1

NOTICE! FAILURE TO COMPLY WITH ANY SECTION OF THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PROCESSING YOUR APPLICATION.

1. You must be a resident of Santa Clara County who can legally own, purchase and possess a firearm capable of being concealed upon your person. An individual who is not a resident of the county may apply for and be issued a limited license subject to approval by the Sheriff and subject to the following:
 - (a) The applicant physically spends a substantial period of working hours in the applicant's principal place of employment or business within Santa Clara County. (Penal Code § 26150)
 - (b) The applicant meets all other criteria for a concealed carry weapons license under Penal Code § 26150 and the Sheriff's Office Concealed Carry Weapons policy.
 - (c) Such a license will be valid for a period not to exceed 90 days from the date of issuance. (Penal Code § 26220)
 - (d) The applicant shall provide a copy of the license to the licensing authority of the city or county in which the applicant resides. (Penal Code § 26220)
 - (e) Any application for renewal or reissuance of such a license may be granted only upon concurrence of the original issuing authority and the licensing authority of the city or county in which the applicant resides. (Penal Code § 26220)
2. Complete the State Standard Application Online at scso.permitium.com. Please note that your application must be signed under penalty of perjury. Providing false information or statement on the application will constitute grounds to deny your application and may be prosecuted as a criminal offence.
3. If you are applying as a resident of Santa Clara County, you must obtain copies of the following items to INCLUDE WITH YOUR APPLICATION SUBMISSION:
 - Valid CA Drivers/CA ID

- Your current Santa Clara County address must be on record with California Department of Motor Vehicles
- Proof of Residency: Copies of Two (2) Consecutive statements that reflect your name and your Santa Clara County residence address from one of the following service providers: (Statements must be dated within the last 90 days. We DO NOT accept past due statements. We DO NOT accept any items other than those listed)
 - Gas/Electric
 - Water
 - Garbage
 - Home Internet
 - Cable/Satellite
 - Home Phone
 - Credit Card
 - Bank Account - **Mortgage Account Statements and Property Tax Statements NOT accepted**
- Proof of lawful ownership or registration of each firearm to be licensed.

You shall notify this office in writing within 10 days of any change of place of residency.

If you are applying for a Non-Resident Limited Business License to carry a concealed firearm, please submit the following items with your application submission:

- Valid CA Drivers/CA ID
 - Proof of employment at or ownership of a business within Santa Clara County.
 - A statement under penalty of perjury that you physically spend a substantial period of working hours at the place of employment or business within Santa Clara County.
 - Proof of lawful ownership or registration of each firearm to be licensed.
4. Once you have completed the above online application at scso.permitium.com and have included all necessary attachments, you will be required to schedule an in-person interview with a Sheriff's Office representative. **Interviews are accepted by appointment only.** Any questions can be directed to the CCW Coordinator at SHF.SOCCW@shf.sccgov.org. All scheduled appointments are conducted at the following address:

Santa Clara County Sheriff's Office
55 W. Younger Ave.
San Jose, CA 95110

5. Once the interview and initial review of your application submission is complete, you will be notified in writing. Notification will be provided within 90 days of the application submission date.
 - If the Sheriff determines that your application **does** meet State requirements (i.e., that your application is complete, you meet the residency requirements, and you are not disqualified from owning a firearm based on the information in your application form), you will receive information for scheduling a psychological test. The psychological office will contact you directly to schedule an appointment. Please note, the cost to the applicant for this testing will be \$150 paid directly to the testing company.
 - If the Sheriff determines your application **does not** meet the State requirements, a denial letter will be sent to you providing the reason(s) for denial and advising you of your right to appeal.

6. Once the Sheriff's Office receives the result of your psychological test. Notification will be provided within 90 days of the application submission date.
 - If the psychological test determines that you are mentally fit to handle a concealed weapon, you will receive a notification with LIVESCAN (fingerprinting) scheduling information and discuss applicable fees.
 - If the psychological test determines that you are **not** mentally fit to handle a concealed weapon, a denial letter will be sent to you.

STEP 3

WEAPONS/RANGE QUALIFICATIONS AND TRAINING

1. Santa Clara County allows a CCW license holder to list **three (3) weapons on an issued license.**
2. Each CCW license holder is mandated by California state law to attend a firearms safety class. Individuals are also required to qualify with their weapon(s) under the direction of a qualified range master to ensure that each license holder is competent in the safe handling of firearms. All weapons listed on a CCW license must be registered in the name of the license holder, or the license holder's spouse.
3. This firearm training and qualification course shall include live-fire shooting exercises on a firing range and a demonstration by the applicant of safe handling of, and shooting proficiency with, each firearm that the applicant is applying to be licensed to carry.
4. You must submit proof of training and qualification to the Sheriff's Office. However, please do not submit proof of training and qualification targets prior to Step 3 of the application process. Your training and qualification certification must be dated and submitted within 90 days of your approval notification. Failure to provide the qualification certificate within the required 90 days will result in a denial of the license.
5. Proof of training and qualification shall be uploaded into scso.permitium.com for review.
6. The Santa Clara County Sheriff's Office recognizes the following certified training facilities to satisfy your training and qualification requirements. Training from any other facility will not be accepted. The California POST approved firearms certification course which meets or exceeds the minimum CCW training standards may be excepted for Santa Clara County Reserve Deputy Sheriffs.

VENDOR	RANGE LOCATION	PHONE	EMAIL / WEBSITE
FSC Instructor Training Course	Alameda or Mariposa Counties	(510) 552-4742	www.train2besafe.com
29 Outdoor Gear	American Canyon, CA	(510) 376-0303	www.29outdoorgear.com
Firearms Training Institute	San Jose, CA	(408) 506-1884	www.firearmtraininginstitute.com

First Priority Security Consulting LLC	Tracy, CA	(510) 736-4333	www.1psc-llc.com
Friedman Handgun Training	Pleasant Hill, CA	(925) 818-6642	www.friedmanfirearmstraining.com
NorCal Med Tac	Aptos, CA	(831) 970-0440	www.norcalmedtac.com
Safe Firearms Education	San Jose, CA	(408) 348-7966	www.safefirearmseducation.com
Defensive Accuracy	San Leandro, CA	(408) 687-3791	www.daccw.com
Saber Tactics	San Mateo, CA	(650) 276-0009	https://sabertactics.com
ASP Security Training	San Jose, CA	800-279-1780	www.aspsecuritytraining.com/firearmtraining

7. In addition to the training requirements, an applicant may be required to submit any firearm to be considered for a license to the Sheriff's Office Rangemaster or other office authorized gunsmith, at no cost to the applicant, for a full safety inspection. The Sheriff reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe.

STEP 4

FINAL REVIEW

1. The Sheriff or designee will conduct a final review of the application after training and qualification certification has been submitted.
2. If you are approved after this review, a license will be generated and signed by the Sheriff.
3. The Sheriff may place restrictions on a license if he/she deems warranted. The restrictions may include time, place, manner, and circumstances under which the licensee may carry the weapon.
4. You will be contacted via the Online CCW Application program to schedule an appointment to pick up the license.
5. If you are not approved after this review, you will be notified in writing. The letter will advise of your right to appeal.

Further questions regarding the application process can be sent to
SHF.SOCCW@shf.sccgov.org

LICENSE RESTRICTIONS & CONDITIONS

- (a) The Sheriff may place special restrictions limiting time, place, manner and circumstances under which any license shall be valid. In general, these restrictions will prohibit the licensee from the following while carrying a weapon:
1. Consuming any alcoholic beverage.
 2. Falsely representing themselves as a peace officer.
 3. Unjustified or unreasonable displaying of a firearm.
 4. Being under the influence of any medication causing physical or mental impairment or any illicit drug.
 5. Being in a place having a primary purpose of dispensing alcoholic beverages for on-site consumption
 6. Interfering with any law enforcement officer's duties.
 7. Refuse to show license or surrender weapon to law enforcement upon request.
 8. Refuse to disclose, when stopped or detained asked by law enforcement, your status as a CCW license holder when you are carrying a weapon on your person or in your vehicle
 9. Loading the licensed firearm with illegal ammunition.
 10. Carrying a concealed weapon not listed on the license.
 11. Bringing a concealed weapon into prohibited areas, such as schools, federal buildings, airports, courthouses, mass transit facility sterile areas (Penal Code § 171.7), or any other area where firearms are prohibited by local, state, or federal law.
 12. Committing any crime. You must report any arrest to the Santa Clara County Sheriff's Office CCW Unit within 10 days.
- (b) The above list is non-exhaustive and does not preclude the Sheriff or authorized designee from imposing other reasonable restrictions as to the time, place, manner, and circumstances under which the licensee may carry a concealed weapon.
- (c) The Sheriff reserves the right to inspect any license or licensed firearm at any time.

- (d) The alteration of any previously approved firearm including, but not limited to adjusting the trigger pull, adding laser sights or modifications shall void any license and serve as grounds for revocation.

Restrictions and Conditions Agreement

I acknowledge and fully understand the license restrictions.

Print Name: _____ Date: _____

Signature: _____

RENEWAL APPLICATION INSTRUCTIONS – READ CAREFULLY

NOTICE! FAILURE TO COMPLY WITH ANY SECTION OF THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PROCESSING YOUR APPLICATION.

1. You must still be a **full-time** resident of Santa Clara County who can legally own, purchase and possess a firearm capable of being concealed upon your person.
2. Complete the State Standard Renewal Application Online at scso.permitium.com. We require renewals to be submitted 90 days in advance of a license's expiration date.
3. Obtain copies of the following items to **INCLUDE WITH YOUR APPLICATION SUBMISSION:**
 - Valid CA Drivers/CA ID
 - Your current Santa Clara County address must be on record with California Department of Motor Vehicles
 - Weapons Qualification
 - Proof of Residency: Copies of Two (2) Consecutive statements that reflect your name and your Santa Clara County residence address from one of the following service providers: **(Statements must be dated within the last 90 days. We DO NOT accept past due statements. We DO NOT accept any items other than those listed)**
 - Gas/Electric
 - Water
 - Garbage
 - Home Internet
 - Cable/Satellite
 - Home Phone
 - Credit Card
 - Bank Account - **Mortgage Account Statements and Property Tax Statements NOT accepted**

You shall notify this office in writing within 10 days of any change of place of residency.

4. RENEWAL OF NON-RESIDENT LIMITED BUSINESS LICENSES

- Any application for renewal or reissuance of a non-resident limited business license to carry a concealed firearm may be granted only upon concurrence of the original issuing authority and the licensing authority of the city or county in which the applicant resides. (Penal Code § 26220).

- If you are applying for a Non-Resident Limited Business License to carry a concealed firearm, please submit the following items with your application submission:
 - Proof of employment at or ownership of a business within Santa Clara County.
 - A statement under penalty of perjury that you physically spend a substantial period of working hours at the place of employment or business within Santa Clara County.
- 5. You may choose to pay your fees online via the Online CCW Application program. If you choose to pay at the time of your appointment, you must obtain a cashier's check or money order made payable to the **Santa Clara County Sheriff's Office** in the amount listed below. This cost covers the local administrative fees as well as the required fees to cover State costs. The amount of the check will be determined by the type of license requested. The license type and associated fees are listed below:
 - **Standard (2-year) \$269.00**
 - **Employment (90-Day) \$195.00**
- 6. If you are applying for a Judicial, Custodial, or Reserve CCW, the below fees will be required to paid in full, at time of application.
 - **Judicial (3-year) \$74.00**
 - **Custodial & Reserves (4-year) \$96.00**
- 7. Fees are reassessed July 1 of every year and subject to change as allowed by law. These fees are for processing and, as such, are **NON-REFUNDABLE**.
- 8. Obtain and submit re-certification for the following:
 - Firearms safety training and concealed carry course update
 - Weapon inspection
 - Weapon qualification
- 9. The Santa Clara County Sheriff's Office recognizes only the following certified training facilities to satisfy your training and qualification requirements. Training from any other facility will not be accepted. Santa Clara County Reserve Deputy Sheriffs may complete their renewal training and qualifications via departmental range masters at an approved Sheriff's Office range.

VENDOR	RANGE LOCATION	PHONE	EMAIL / WEBSITE
FSC Instructor Training Course	Alameda or Mariposa Counties	(510) 552-4742	www.train2besafe.com
29 Outdoor Gear	American Canyon, CA	(510) 376-0303	www.29outdoorgear.com
Firearms Training Institute	San Jose, CA	(408) 506-1884	www.firearmtraininginstitute.com
First Priority Security Consulting LLC	Tracy, CA	(510) 736-4333	www.1psc-llc.com
Friedman Handgun Training	Pleasant Hill, CA	(925) 818-6642	www.friedmanfirearmstraining.com
NorCal Med Tac	Aptos, CA	(831) 970-0440	www.norcalmedtac.com
Safe Firearms Education	San Jose, CA	(408) 348-7966	www.safefirearmseducation.com
Defensive Accuracy	San Leandro, CA	(408) 687-3791	www.daccw.com
ASP Security Training	San Jose, CA	800-279-1780	www.aspsecuritytraining.com/firearmtraining

10. **Applications are accepted online only.** When you have obtained the necessary attachments, fill out the State Application form online at scso.permitium.com. Once your application is processed you will be notified. Any questions can be directed to the CCW Coordinator at SHF.SOCCW@SHF.SCCGOV.ORG. All scheduled appointments are conducted at the following address:

**Santa Clara County Sheriff's Office
55 W. Younger Ave.
San Jose, CA 95110**

REVIEW

1. The Sheriff will conduct a review of your submitted application.
2. If you are approved after this review, a license will be generated and signed by the Sheriff.
3. The Sheriff may place restrictions on a license if he/she deems warranted. The restrictions may include time, place, manner, and circumstances under which the licensee may carry the weapon.
4. You will be contacted via telephone or email by the CCW coordinator to schedule an appointment to pick up the license.
5. If you are not approved after this review, you will be notified in writing. The letter will advise the reason for denial and advise of your right to an appeal. This letter will also include the unprocessed cashier's checks and/ or money orders submitted with your renewal application.

**Further questions regarding the renewal process can be sent to
SHF.SOCCW@SHF.SCCGOV.ORG.**

MODIFICATION APPLICATION INSTRUCTIONS – READ CAREFULLY

NOTICE! FAILURE TO COMPLY WITH ANY SECTION OF THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PROCESSING YOUR APPLICATION.

1. You may modify your license in order to
 - Add or delete authority to carry a firearm listed on the license.
 - Change the address or other personal information of the licensee. (Penal Code § 26210)
2. Complete the State Standard Modification form online at scso.permitium.com
3. You may choose to pay your fees online via the CCW Modification program. The fee amount is **\$15.00** to cover local administrative fees. Fees are reassessed July 1 of every year and subject to change as allowed by law. These fees are for processing and, as such, are **NON-REFUNDABLE**.
4. If modifying license for the purpose of an **ADDRESS CHANGE**, PLEASE SUBMIT the following items **WITH YOUR APPLICATION SUBMISSION**:
 - California Driver's License reflecting new address. If you have not yet received your updated Driver's License, please submit a copy of a receipt from DMV stating that a change of address has been submitted.
 - Current month utility bill or other sufficient proof of full-time residency as indicated on your application
5. If modifying license for the purpose of a **WEAPON CHANGE**, please submit the following certification documents **WITH YOUR APPLICATION SUBMISSION**:
 - California Driver's License
 - Weapon inspection
 - Weapon qualification
 - List all weapons you want listed on your CCW even if they are on your previous CCW. Only the weapons listed will be included on your CCW.
6. The Santa Clara County Sheriff's Office recognizes only the following certified training facilities to satisfy your safety class and range qualification requirement. Training from any other facility will not be accepted. Santa Clara County Reserve Deputy Sheriffs may complete their training and qualifications via departmental range masters at an approved Sheriff's Office range.

VENDOR	RANGE LOCATION	PHONE	EMAIL / WEBSITE
FSC Instructor Training Course	Alameda or Mariposa Counties	(510) 552-4742	www.train2besafe.com
29 Outdoor Gear	American Canyon, CA	(510) 376-0303	www.29outdoorgear.com
Firearms Training Institute	San Jose, CA	(408) 506-1884	www.firearmtraininginstitute.com
First Priority Security Consulting LLC	Tracy, CA	(510) 736-4333	www.1psc-llc.com
Five Star Firearms and Training	Truckee, CA	(530) 587-5239	www.fivestarf Firearms.com
Friedman Handgun Training	Pleasant Hill, CA	(925) 818-6642	www.friedmanfirearmstraining.com
NorCal Med Tac	Aptos, CA	(831) 970-0440	www.norcalmedtac.com
Safe Firearms Education	San Jose, CA	(408) 348-7966	www.safefirearmseducation.com
Showket Training	Novato, CA	(415) 497-1983	www.showkettraining.com

- When you have completed the State modification application, and obtained the necessary attachments and required payments, you must complete the Online CCW modification request at scso.permitium.com.

REVIEW

1. The Sheriff will conduct a review of your submitted application.
2. A modified CCW license will be generated and signed by the Sheriff.
3. You will be contacted via the Online CCW Program to schedule an appointment to pick up of the modified license.

Further questions regarding the modification process can be sent to

SHF.SOCCW@shf.sccgov.org