

IMPERIAL COUNTY SHERIFF'S OFFICE
CARRYING CONCEALED WEAPON
REQUIREMENTS FOR INITIALS

APPLICANT MUST BE A RESIDENT OF THE IMPERIAL COUNTY

CCW INITIAL APPLICATION PROCESS

The application process for a license to carry a concealed weapon consists of two phases. Upon the 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 Unit, by the applicant with the following information listed below. **CCW APPLICATIONS WILL NOT BE ACCEPTED IF THE APPLICATION IS INCOMPLETE.**

The following are 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	
State Fingerprint Processing	\$32.00	State 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 and 2, in reference to the California Department of Justice Standards for License to Carry A Concealed Weapon (CCW) application
2. Complete Sections 1 through 3 located on pages 3 through 5 of CCW application. Read Sections 4 and 5 located on pages 5 through 7. **DO NOT FILL OUT SECTIONS 6 THROUGH 8 located on pages 6 through 8. THIS PORTION MUST BE COMPLETED IN THE PRESENCE OF AN OFFICIAL OF THE LICENSING AGENCY.**
3. Submit the completed application to the Imperial County Sheriff's Office located at 328 Applestill Road in El Centro. **DO NOT SIGN ANY PORTION OF THIS FORM. SIGNATURE MUST BE WITNESSED by the ICSO's office assistant who is receiving the CCW application.** 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, Police Officer ONLY. ****Reference letters are not accepted from the following Agencies: 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
 - California Identification or California Driver's License issued by DMV
 - Concealed Weapon License Information Form

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4. Firearms listed on the CCW application, limit of three, must be presented to the ICSO's office assistant receiving the completed application for serial number verification. Serial numbers will be verified to confirm that the firearms are registered to the applicant (Penal Code 25850).
5. An Imperial County Sheriff's Office administration fee of \$11.64 will be collected at the time the CCW application is being submitted. Payment may be made in the form of **Cash, Money Order or Personal Check**. **If the applicant is paying with cash, the amount presented must be exact.** The department where fee is collected, Civil/Fiscal, does not have access to change (coins). Money Orders should 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 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 is required to schedule an appointment to be fingerprinted. Applicant must schedule fingerprint appointment online at <http://www.icso.org/records/records-fingerprinting/>. If the CCW application is denied by the Sheriff's designee a letter will be mailed to the applicant. **The following documents must be presented at time of fingerprint appointment:**
 - California Identification or California Driver's License issued by DMV.
 - Pay a non-refundable Department of Justice fee of \$93.00, in the form of a **Money Order made payable to Imperial County Sheriff's Office or Cash ONLY**, for a DOJ, FBI and Firearm clearance background check. All fees are set by the designated agencies that perform the criminal background checks and therefore the Imperial County Sheriff's Office is not responsible for any fees charged.
2. The CCW application will be submitted to the Sheriff for final approval once DOJ, FBI and Firearm clearance have been received.
3. The applicant will be notified once the Sheriff has approved the CCW application. 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 Unit.

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4. The following are Firearms Safety Course Instructors approved by the Sheriff. The applicant may choose from any of the following instructors to complete the state-mandated firearms safety course. The applicant will need to contact the instructor to set up a date, place and time. Locations and sites will be in the Imperial County. 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****

❖ **Les Knapp**

(760)554-1316

CCW Initial (8 Hour Class): \$140.00

CCW Renewal (4 Hour Class): \$100.00

❖ **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

5. The applicant will be notified once the CCW License is ready to be issued and picked up from the Imperial County Sheriff's Office. 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, or Personal Check. If the applicant is paying with cash, the amount presented must be exact.** The department where fee is collected, Civil/Fiscal, does not have access to change (coins). Money Orders should be made payable to: Imperial County Sheriff's Office. All fees are subject to change.