

**WASHOE COUNTY SHERIFF'S OFFICE
APPLICATION FOR CONCEALED WEAPON PERMIT
GENERAL INFORMATION AND INSTRUCTIONS**



1. FEES

ALL FEES ARE NON-REFUNDABLE

- (a) **Initial application:** The following fees are to be submitted with your application:
\$105 permit and investigation fee in the form of cash, personal check, money order or cashier's check. This fee includes fingerprint processing.
- (b) **Renewal application:** The following fees are to be submitted with your application:
A \$70 permit and investigation fee in the form of cash, personal check, money order or cashier's check. This fee includes fingerprint processing.
If you fail to renew your permit within 120 days of the expiration of the permit, your application for renewal must include an additional late fee of \$15.00.
- (c) **Duplicate permit:** A \$15.00 fee must be submitted for a duplicate permit in the event of a change of address or if a permit is lost, stolen or destroyed.

2. INSTRUCTIONS - COMPLETION OF YOUR APPLICATION

- (a) **Inquiries necessary to facilitate completion of your application should be directed to a service representative at:**

**Washoe County Sheriff's Office
Background Investigation Unit
911 Parr Blvd.
Reno, NV 89512-1000
Telephone 328-2855**

- (b) Once you have completed your application, bring it to the Washoe County Sheriffs Office, Records Section, or the Incline Village Sheriff's Substation, to pay fees and have your fingerprints and photograph taken.
- (c) **QUESTION I.** If you have been convicted of a felony as described in Section 202.360, Nevada Revised Statutes, you must submit a certified copy of the document restoring your civil rights and a certified copy of the document that specifically restores your authority to own, possess or use a firearm. **If your civil rights and the specific authority to own, possess or use a firearm have not been restored or if you cannot provide proof of restoration of these rights, you are not eligible for a Concealed Weapon Permit.**
- (d) **QUESTION 14.** You must demonstrate competence with a firearm by presenting a certificate or other documentation which shows that you have successfully completed a training course in the use of your firearm(s). This training course must include instruction in the use of each firearm to which your application for a permit to carry a concealed weapon applies and in the laws of this state relating to the proper use of a firearm. **This training must be completed within the 12 months prior to the date of your application for your initial permit or your application for the renewal of your existing permit.** This requirement may be met in one (1) of the following ways:
 - (1) Successful completion of a course taught by a certified instructor who is properly licensed to provide this service. **The documentation you present must include a copy of your certificate of training.**
 - (2) Successful completion of a course in firearm safety offered by a federal, state or local law enforcement agency, community college, university or national organization that certifies instructors in firearm safety. Such a course must include instruction in the use of each firearm to which the application pertains and in the laws of this State relating to the use of a firearm. A sheriff may not approve a course in firearm safety pursuant to subparagraph (1) unless he determines that the course meets any standards that are established by the Nevada Sheriffs and Chiefs Association or, if the Nevada Sheriffs and Chiefs Association ceases to exist, its legal successor.

3. PROCESSING

Allow up to 120 days for processing your completed application. The reason for the delay is that it can take up to 120 days to obtain a records check back from the F.B.I. Incomplete applications cannot be processed. Allow 30 days for process a renewal application.

4. ISSUANCE OF PERMIT

Upon approval of your application, your permit will be sent to you by mail. If your application is denied, you will receive written notification setting forth the reasons for the denial.

5. TERM OF PERMIT

A concealed weapon permit issued by the Washoe County Sheriff to carry a concealed weapon firearm expires on the 3rd anniversary for a non resident and the 5th anniversary for a resident of your birthday, measured from the birthday nearest the date of issuance or renewal, unless otherwise stated, suspended or revoked for cause. If your birthday is on February 29th in a leap year, February 28th shall be considered to be your birthday for the purposes of determining the expiration date of this permit.

6. CHANGE OF ADDRESS; LOST, STOLEN OR DESTROYED PERMITS

- (a) You must notify the Sheriff in writing within 30 days if your permanent address changes or if your permit is lost, stolen or destroyed. You will be issued a duplicate permit if you:
 - (1) Submit a written statement to the Sheriff, signed under oath, stating that your permit has been lost, stolen or destroyed; and
 - (2) Pay a nonrefundable fee of \$15.00.
- (b) If you subsequently find or recover your permit after being issued a duplicate permit, you must, within 10 days:
 - (1) Notify the Sheriff in writing; and

(2) Return the duplicate permit to the Sheriff.

(c) If you fail to make the aforementioned notifications as indicated, you will be subject to a civil penalty of \$25.00.

7. CARRYING OF PERMIT

NRS 202.3673 Permittee authorized to carry concealed firearm while on premises of public building; exceptions; penalty.

(1) Except as otherwise provided in subsections 2 and 3, a permittee may carry a concealed firearm while he is on the premises of any public building.

(2) A permittee shall not carry a concealed firearm while he is on the premises of a public building that is located on the property of a public airport.

(3) A permittee shall not carry a concealed firearm while he is on the premises of:

(a) A public building that is located on the property of a public school or the property of the University and Community College System of Nevada, unless the permittee has obtained written permission to carry a concealed firearm while he is on the premises of the public building pursuant to paragraph (c) of subsection 3 of NRS 202.265.

(b) A public building that has a metal detector at each public entrance or a sign posted at each public entrance indicating that no firearms are allowed in the building, unless the permittee is not prohibited from carry a concealed firearm while he is on the premises of the public building pursuant to subsection 4.

(4) The provisions of paragraph (b) of subsection 3 do not prohibit:

(a) A permittee who is a judge from carrying a concealed firearm in the courthouse or courtroom in which he presides or from authorizaing a permittee to carry a concealed firearm while in the courtroom of the judge and while traveling to and from the courtroom of the judge.

(b) A permittee who is a procesuting attorney of an agency or policital subdivision of the United States or of this state from carrying a concealed firearm while he is on the premises of a public building.

(c) A permittee who is employed in the public building from carrying a concealed firearm while he is on the premises of the public building.

8. ELIGIBILITY

You are **NOT** eligible for a permit to carry a concealed weapon if any of the following applies to you:

(a) If you are not at least 21 years of age.

(b) If you do not provide the required documentation to demonstrate competence with a firearm.

(c) If you have an outstanding warrant for your arrest.

(d) If you have been judicially declared incompetent or insane.

(e) If you have been voluntarily or involuntarily admitted to a mental health facility during the immediately preceding 5 years.

(f) If you have habitually used intoxicating liquor or a controlled substance to the extent that your normal facilities are impaired. It is presumed that you have so used intoxicating liquor or a controlled substance if, during the immediately preceding 5 years, you have been:

(1) Convicted of violating the provisions of NRS 484.379 (driving under the influence); or

(2) Committed for treatment pursuant to NRS 458.290 to 458.350, inclusive (substance abuse).

(g) If you have been convicted of a crime involving the use or threatened use of force or violence punishable as a misdemeanor under the laws of this or any other state, or a territory or possession of the United States at any time during the immediately preceding 3 years.

(h) If you have been convicted of a felony in this state or under the laws of any state, territory or possession of the United States.

(i) If you have been convicted of a crime involving domestic violence or stalking, or you are currently subject to a restraining order, injunction or other order for protection against violence.

(j) If you are currently on parole or probation from a conviction obtained in this state or in any other state or territory or possession of the United States.

(k) If you have, within the immediately preceding 5 years, been subject to any requirements imposed by a court of this state or of any other state or territory or possession of the United States, as a condition to the court's:

(1) Withholding of the entry of judgement for your conviction of a felony; or

(2) Suspension of your sentence for the conviction of a felony.

(l) If you have made a false statement on any application for a permit or for the renewal of a permit.

If, after reviewing the eligibility requirements, you determine that you are eligible to apply for a Concealed Firearms Permit, the following forms must be completed, signed and submitted along with the appropriate fees:

1. A properly completed application form (both sides);

2. A waiver form authorizing the release of information;

3. A properly completed firearm certification form;

4. If the applicant is a resident of this State, the driver's license number or identification card number of the application issued by the Department of Motor Vehicles. If the applicant is not a resident of this State, the driver's license number or identification card number of the applicant issued by another state of jurisdiction;

5. If the applicant is a naturalized U.S. Citizen, applicant must provide a copy of their U.S. Passport or their Certificate of Naturalization; and

6. If applicant is not a citizen of the United States, applicant must provide documentation to indicate if they are a permanent or temporary resident of the United States.

THIS APPLICATION IS EXECUTED UNDER OATH. FALSIFICATION OR MISREPRESENTATION OF ANY PART OF ANY DOCUMENT SUBJECTS THE APPLICANT TO DENIAL OR REVOCATION OF THE PERMIT FOR WHICH THIS APPLICATION IS SUBMITTED.

Before me this day personally appeared _____, who, being duly sworn, deposes and says: APPLICANT'S NAME

I DO HEREBY SWEAR AND AFFIRM UNDER PENALTY OF PERJURY THAT THE FOLLOWING ASSERTIONS ARE TRUE AND CORRECT:

(a) The information contained in this application and all attached documents are true and correct to the best of my knowledge.

(b) I agree to, understand, and will abide by all applicable laws of the State of Nevada and Washoe County relative to the use of firearms.

(c) I agree to maintain proficiency with the firearm(s) listed on this permit and to exercise due care and diligence in the handling, carrying, and use of said firearm(s).

(d) I accept full responsibility for my actions while carrying a firearm under the provisions of this permit, and I hold harmless Washoe County, the Washoe County Sheriff's Office and all of its employees from any legal action or liability resulting from the granting of this permit.

X _____

Signature of Applicant

Type of Identification Produced:

Nevada Drivers License Number _____

Nevada Identification Number _____

Other _____

STATE OF _____

COUNTY OF _____

Subscribed and Sworn to before me this _____ day of _____, 20_____.

by _____ .

APPLICANT'S NAME

WCSO Representative Signature

OPTIONAL SUPPLEMENTARY QUESTIONS TO IMPLEMENT FEDERAL LAW

Prohibitions applicable to certain aliens. Federal law makes it unlawful for aliens who are illegally or unlawfully in the United States to receive or possess firearms. In addition, subject to certain exceptions, aliens who are in a nonimmigrant status are prohibited from possessing or receiving firearms in the United States. A nonimmigrant alien is not subject to this prohibition if the alien (1) is in possession of a valid hunting license or permit lawfully issued in the United States; (2) is an official representative of a foreign government who is accredited to the United States Government or his or her government's mission to an international organization having its headquarters in the United States; (3) has received a waiver from the prohibition from the Attorney General of the United States. See 18 U.S.C. 922(y)(2) for additional exception. In order to determine whether applicants who are not U.S. citizens are prohibited from possessing firearms under Federal law, it is necessary to obtain answers to the following questions:

1. Name: _____
Print Last, First, Middle
2. Are you a citizen of the United States? _____.

If the answer to Question 2 is "yes," there is no need to answer questions 3-8. Go directly to the certification statement in question 9.

3. What is your country of citizenship? List more than one if applicable.

4. What is your place of birth? _____
(City) (Country)

5. What is your INS-issued alien number or admission number? _____

6. Are you an alien illegally in the United States? _____

7. Are you a nonimmigrant alien? _____

If the answer to question 7 is "no," there is no need to answer question 8. Go directly to the certification statement in question 9.

- 8a. Do you fall within any of the exemptions to the nonimmigrant alien prohibition set forth in 18 U.S.C. 922(y)? (See exemptions listed 1-3 above) _____

- 8b. If you answered "yes" to question 8a, under which exemption do you fall? Please attach documentation to support your entitlement to the claimed exemption, if applicable.

9. I certify that the above answers are true and correct.

Applicant's Signature

Date

Washoe County Sheriff's Office

FIREARM CERTIFICATION FOR PERMIT TO CARRY A CONCEALED FIREARM

NOTICE ► APPLICANT IS ADVISED:

1. That this certification is an official document and that any misrepresentation of or failure to reveal requested information will be deemed sufficient cause for denial or revocation of a Concealed Firearms Permit.
2. That it is the responsibility of the Applicant to familiarize himself/herself with the provisions of the Statutes, Ordinances, Rules and Regulations pertaining to the privilege of carrying a concealed firearm, and in particular with the provisions of Sections 202.280, 202.290, 202.320, 202.350, and 202.360 of the Nevada Revised Statutes, a copy of which is included.
3. That the firearm(s) certified by the range master for applicant proficiency shall be the firearm(s) that are carried under the authority of the Concealed Firearms Permit issued to the applicant by this Office.

FIREARM CERTIFICATION TO BE COMPLETED BY RANGE MASTER ONLY

I, _____, Range Master of _____, attest that _____ has passed a proficiency test by firing the following firearm(s):

WRITTEN EXAM PASSED (Please Circle)

Make	Model	Caliber	(circle one)	
_____	_____	_____	Semi-auto	Revolver
_____	_____	_____	Semi-auto	Revolver
_____	_____	_____	Semi-auto	Revolver
_____	_____	_____	Semi-auto	Revolver
_____	_____	_____	Semi-auto	Revolver

8 hr. Course _____ 4 hr. Renewal Course _____

Name of range: _____

City of _____ County of _____

Date: _____ Time: _____ Score: _____

Range Master's Signature: _____

NOTE TO RANGE MASTERS: PLEASE ENSURE THAT YOUR CURRENT CERTIFICATION AS A FIREARMS INSTRUCTOR IS ON FILE WITH THE WASHOE COUNTY SHERIFF'S OFFICE, BACKGROUND INVESTIGATIONS UNIT, 911 PARR BLVD., RENO, NV 89512-1000 (TELEPHONE 775-328-3071), OR PROVIDE A COPY TO THE APPLICANT TO SUBMIT WITH THIS CERTIFICATION.